

U. S. DEPARTMENT OF AGRICULTURE
Office of Plant and Operations
Washington 25, D. C.

FILED
JUL 16 1948
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A. 1

DISTRIBUTION:

To all holders
of AR Titles 1 and 4

May 7, 1948

PLANT AND OPERATIONS MEMORANDUM NO. 1

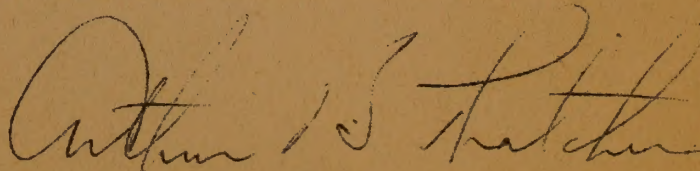
Revocation of Plant and Operations Circular Series --
Announcement of New Plant and Operations Memorandum Series

In conjunction with the issuance of the new Administrative Regulations, the entire Plant and Operations "Circular" series is cancelled and revoked as of March 8, 1948, and no additional circulars will be issued thereunder. All material in that series which is in force and presently applicable has been incorporated into the Administrative Regulations.

In the future all regulatory and procedural material emanating from this Office will be issued as a part of the Administrative Regulations except where the time factor requires the advance release of such information. Such advance information will be issued in a numbered Plant and Operations Memorandum series and distributed to all holders of the title or titles of the Administrative Regulations affected. After its release as a Plant and Operations Memorandum, it will be promptly prepared for incorporation into the Administrative Regulations.

Informational material of a more or less continuing nature, but not appropriate for insertion in the Administrative Regulations, will also be included in the numbered memorandum series. This class of material will be distributed under the mailing list formerly used for Plant and Operations Circulars.

Certain announcements and informational material of a purely temporary character will not be included in the numbered series. Such temporary material will be issued as unnumbered memoranda and directed to the officials or offices concerned with the subject matter. These unnumbered memoranda may be destroyed after they have served their purpose.



Chief, Office of Plant and Operations

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*Pres. Order # 1061 (Sec 1)
Jw - 7/14/48*

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File

JUL 14 1948

OFFICE OF PLANT AND OPERATIONS

PLANT AND OPERATIONS MEMORANDUM NO. 2

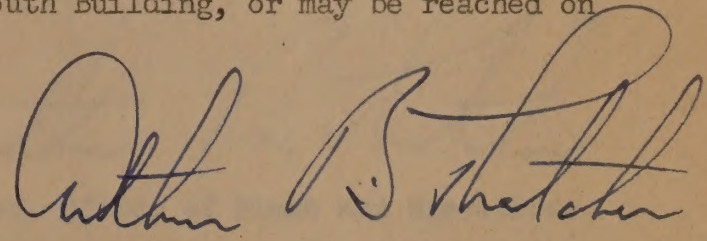
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JUL 15 1948
PLEASE FORWARD TO
SECRETARY'S RECORDS
U. S. D. A. 1

Increase in Rates for Motor Transport Services

The recently enacted legislation (Public Law 900, 80th Congress, approved July 3, 1948) providing for increases in the salaries of employees in the Motor Transport Division of this Office has made necessary an adjustment in the existing rate structure. Therefore, effective July 1, 1948, the following rates which will provide for reimbursing the working fund under which these services are financed, will prevail:

1. Services of mechanic in the maintenance and repair of mechanical equipment \$2.60 per hour
2. Storage of motor vehicles20 per day
3. Truck with driver 2.40 per hour
4. Truck without driver (under 1 ton)80 per hour
5. Truck without driver (1 ton or over) . . . 1.00 per hour
6. For rates on trips to points in the field and for several days duration for truck with driver, or for driver only, or truck only, Samuel G. Quinn, in charge of the Department's Garage, should be contacted. He is located in the sub-basement of Court 1, South Building, or may be reached on Extension 5517.



Chief, Office of Plant and Operations

*Buss. Order # 1002 (Sec)
Jw - 8/17/48*

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File

OFFICE OF PLANT AND OPERATIONS

AUG 13 1948

DISTRIBUTION

To all holders
of AR Title 4

PLANT AND OPERATIONS MEMORANDUM NO. 3

Summer Ventilation for Agricultural Buildings in
Washington, D. C.

The Administrative Regulations, Title 4, Paragraph 95, b2(a) III, directs that "Windows to be closed as usual at night." However, in the interest of providing better ventilation and cooler offices in the morning during the summer months, the observation of this regulation may be waived from May 15 to September 15 of each year in rooms in which the following conditions exist:

1. Where space is not air conditioned;
2. Where security of the building is not involved (all basement and first floor rooms opening to the outside must be kept closed when the building is not open to the public); and
3. Where the windows are provided with deflectors.

Windows must not be left open above the top of the deflectors, and all papers must be securely weighted down to prevent sudden storms from causing damage to the building itself, or the working tools of the occupants.

Appropriate action is being taken to include this exception in the Regulations.

Arthur B. Stetson

Chief, Office of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OPTIONAL FORM NO. 10 (REV. 1-25-60)

WASHINGTON
To all holders
of this title

PLANT AND OPERATIONS REGULATION NO. 2

Regulation for Agricultural Buildings in
Washington, D. C.

The Administrative Regulations, Title 4, Paragraph 55, 55(a) 11, direct that "buildings to be closed as usual at night." However, in the interest of providing better ventilation and other factors in the morning during the summer months, the observation of this regulation may be waived from May 15 to September 15 of each year in rooms in which the following conditions exist:

1. Where space is not air conditioned;
2. Where security of the building is not involved (all basement and first floor rooms opening to the outside must be kept closed when the building is not open to the public; and

3. Where the windows are provided with bellows.

Windows must not be left open above the top of the bellows, and all papers must be securely fastened down to prevent papers blowing from causing damage to the building itself, or the working people of the occupants.

Appropriate action is being taken to include this exception in the Regulations.

Chief, Office of Plant and Operations

Bus. Order #1003 (Sec.)
Jw - 8/17/48

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File

OFFICE OF PLANT AND OPERATIONS

AUG 13 1948

DISTRIBUTION

To all holders
of AR Title 4

PLANT AND OPERATIONS MEMORANDUM NO. 4

Inventory of Keys

The records of the Captain of the Guard reveal that keys to rooms in the Agriculture group of buildings in Washington, D. C. have been issued to representatives of your agency. It is extremely important that this Office, as well as the Captain of the Guard, know at all times the names of the holders of all keys that have been issued, in order that the security of the buildings may be preserved. In view of this, an inventory of all door keys issued since January 1, 1945 is necessary.

Report forms covering keys issued are concurrently being transmitted to the agencies, and these should be completed and returned to the Real Estate Division of this Office. If keys to the same door have been distributed to more than one person, a report should be submitted for each key. Additional copies of the form may be secured by calling the Real Estate Division, Extension 5225. If keys have been lost, so indicate, in order that the person charged with the key may be relieved of accountability. If keys are no longer needed, they should be returned with the report for delivery to the Captain of the Guard who will issue a receipt, relieving further accountability.

Your attention is called to Paragraph 830 of Title 4 of the Administrative Regulations which provides that keys for buildings in the District of Columbia shall be secured through this Office and that the issuance of such keys shall be made a matter of record in the receiving agency. If your agency does not already have an up-to-date record of the keys in the possession of its personnel, effective continuing controls should be established immediately as an accounting of all keys will be made once each year in the future.

Supplementing the Administrative Regulations, the following shall govern the issuance of keys to buildings in Washington, D. C.:

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF THE SECRETARY

NO. 1 1 1928

MEMORANDUM
TO THE SECRETARY
OF THE DEPARTMENT

PLANT AND OPERATIONS MEMORANDUM NO. 1

Inventory of Keys

The records of the Captain of the Guard reveal that keys to rooms in the Agriculture Group of buildings in Washington, D. C., have been issued to representatives of your agency. It is extremely important that this office, as well as the Captain of the Guard, know at all times the names of the holders of all keys that have been issued, in order that the security of the buildings may be preserved. In view of this, an inventory of all keys issued since January 1, 1928 is necessary.

Report forms covering keys issued are currently being transmitted to the Secretary, and these should be completed and returned to the Real Estate Division of this Office. It says in the name door have been distributed to more than one person, a report should be submitted for each key. Additional copies of the form may be secured by calling the Real Estate Division, Extension 3235. If keys have been lost, so indicated, in order that the person charged with the key may be relieved of accountability, it says are no longer needed, they should be returned with the report for delivery to the Captain of the Guard who will issue a receipt, relieving further accountability.

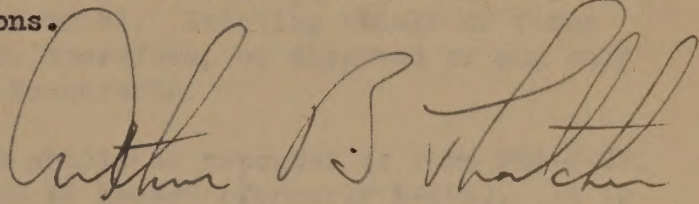
Your attention is called to Paragraph 832 of Title 4 of the Administrative Regulations which provides that keys for buildings in the District of Columbia shall be accounted through this Office and that the issuance of such keys shall be made a matter of record in the receiving agency. If your agency does not already have an up-to-date record of the keys in the possession of its personnel, effective controlling controls should be established immediately as an accounting of all keys will be made once each year in the future.

Suggesting the Administrative Regulations, the following shall govern the issuance of keys to buildings in Washington, D. C.:

Page 1-1

1. A request shall be submitted to the Chief, Real Estate Division explaining the need for keys and the number requested.
2. After approval by that Division, the request will be forwarded to the Captain of the Guard who will issue the key and obtain receipt.
3. If a key is lost, a report should be promptly submitted to the Captain of the Guard, Room 24 Administration Building.
4. Keys no longer required should be turned in directly to the Captain of the Guard.

Action is being taken to include the above instruction in the Administrative Regulations.

A handwritten signature in cursive script, appearing to read "Arthur B. Thatcher".

Chief, Office of Plant and Operations

Attachments

1. A request shall be submitted to the Chief, Naval Estate Division explaining the need for keys and the number requested.
2. After approval by that Division, the request will be forwarded to the Captain of the Guard who will issue the key and obtain receipt.
3. If a key is lost, a report should be promptly submitted to the Captain of the Guard, Room 24 Administration Building.
4. Keys no longer required should be turned in directly to the Captain of the Guard.

Action is being taken to include the above instruction in the Administrative Regulations.

Chief, Office of Plans and Operations

Attachments

Ben Ho.
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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

March 14, 1949.

No. 5

PLANT AND OPERATIONS MEMORANDUM NUMBER 6

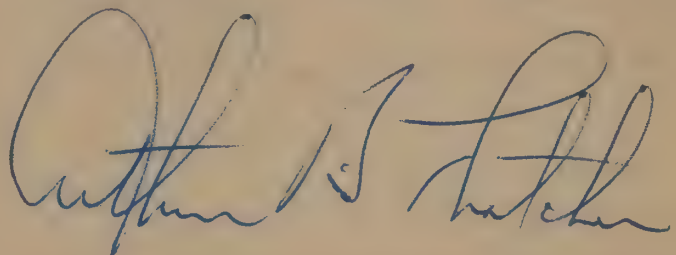
Use of Standard Form 81 and Form PBA-4-33

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The Public Buildings Administration has advised this Office that it is now tabulating the statistics secured from lease clearances on IBM. This requires a uniform document for reporting and recording such information, and, therefore, effective immediately the Administration requests that all clearances and reports of leases, except terminations, be furnished on Standard Form 81. Existing stocks of forms REM-6 and PSC-6 should, therefore, be disposed of and only Standard Form 81 used henceforth.

Cancellation of leases should be reported on Form PBA-4-33, "Report of Cancellation of Lease" (formerly K-103). It is understood that steps are being taken to issue Form PBA-4-33 as a Standard Form. Stocks of Form PBA-4-33 may be secured in the field from Division Offices of the Public Buildings Administration. A limited supply for Washington use only of Form PBA-4-33 will be available in the Real Estate Division of this Office.

Appropriate action will be taken to amend Paragraph 209 of Title 4 of the Administrative Regulations to make the above listed changes.



Chief, Office of Plant and Operations

SPACE

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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7-13-49

OFFICE OF PLANT AND OPERATIONS

July 13, 1949

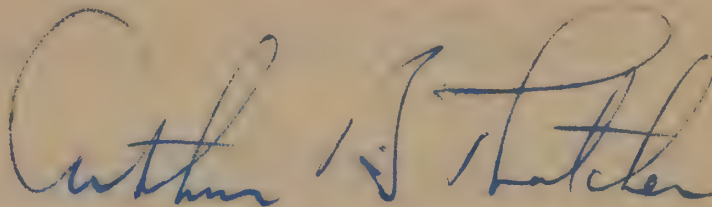
PLANT AND OPERATIONS MEMORANDUM NO. 6

Open Market Limitation

Public Law 152, 81st Congress, the Federal Property and Administrative Services Act of 1949, provides in Sec. 501(e) that Section 3709 of the Revised Statutes (41 USC 5) is amended to increase the open market limitation from \$100 to \$500.

Agencies, ^{at} in their discretion, are authorized to use this additional authority in the acquisition of space and land by lease. However, a careful price inquiry must be made to insure that such space or land is acquired at the most economical price. Wherever it appears that competition can be developed and time will permit, a formal solicitation should be made.

Since Paragraph 215 of Title 4 of the Administrative Regulations does not specify the amount of the open market limitation, no amendment is necessary.



Chief, Office of Plant and Operations

SPACE

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Plant and Operations
Washington 25, D. C.

*Obsolete
JHA*

DISTRIBUTION:

To all holders of
AR Title 4

December 1, 1949

PLANT AND OPERATIONS MEMORANDUM NO. 7

Disposition of Records

The regulations of the National Archives Council, adopted July 29, 1949, copy of which is attached, establish procedures for compiling and submitting to the National Archives lists and schedules of records proposed for disposal, and state that such lists and schedules shall be submitted on standard forms.

The following two standard forms have been promulgated by the National Archives for use in obtaining authority to dispose of records:

Standard Form 115, "Request for Authority to Dispose of Records"
Standard Form 115a, "Request for Authority to Dispose of Records -
Continuation Sheet"

Copies of the standard forms and preliminary instructions on their use are attached for your information. These standard forms supersede National Archives Forms 8, 9, 10, 40, 100, 108 and 109. Supplies of the standard forms, which are available in pads of 100 copies each, may be requisitioned from the Central Supply Section, Service Operations Division of this Office.

Attention is also called to the fact that the regulations of the National Archives Council provide for the submission of lists or schedules requesting authority to destroy records that as a consequence of photographic or microphotographic reproduction do not have sufficient value to warrant their further preservation, provided the integrity of the original records is preserved on the photographic or microphotographic copies. Such lists or schedules for photographed or microphotographed records shall be accompanied by a statement of procedures to be followed in preserving the integrity of the original records.

The portions of O.P.O. Publication No. 1, Revised, "Disposition of Official Records" which are inconsistent with the provisions of the regulations of the National Archives Council are hereby rendered obsolete.

27-352 A-11

This memorandum is an advance release of information which will be incorporated in a future revision of this publication and in Chapter 8, Title 4 of the Administrative Regulations.

Terry Isaac Adams

Acting Director of Plant and Operations

Attachments

REGULATIONS OF THE NATIONAL ARCHIVES COUNCIL
Adopted July 29, 1949

Whereas Sec. 2 of "An Act to provide for the disposal of certain records of the United States Government" approved July 7, 1943, as amended by the Act approved July 6, 1945 (57 Stat. 380-383, 59 Stat. 434; 44 U.S.C. 366-380), requires that the National Archives Council promulgate regulations not inconsistent with the provisions of the said Act, "establishing procedures for the compiling and submitting of lists and schedules of records proposed for disposal, procedures for the disposal of records authorized for disposal, and standards for the reproduction of records by photographic or microphotographic processes with a view to the disposal of the original records," which regulations, "when approved by the President, shall be binding on all agencies of the United States Government"; Therefore be it resolved, that the following regulations be promulgated:

I. . . . Whenever lists or schedules of records are submitted to the Archivist of the United States in compliance with provisions of Sec. 3 of the above-mentioned Act, they shall be submitted on Standard Forms, to be promulgated by the National Archives, and in accordance with instructions on the use of such forms issued by the Archivist. The said lists or schedules shall be accompanied by samples of the several items proposed therein for disposal unless samples of such items have been submitted with lists and schedules previously submitted to the Archivist or unless the Archivist shall have waived this requirement. Whenever said lists or schedules include requests for authority to dispose of permanently valuable records for the reason that when photographed or microphotographed the photographic or microphotographic copies will be adequate substitutes therefor, they shall be accompanied by a statement of procedures to be followed in preserving the integrity of the original records as specified in II (a) hereof.

II. . . . Whenever authority is requested to destroy records that as a consequence of photographic or microphotographic reproduction do not have sufficient value to warrant their further preservation, the following standards shall be maintained:

(a) The integrity of the original records shall be preserved on the photographic or microphotographic copies. The preservation of the integrity of the records implies that the photographic or microphotographic copies will be adequate substitutes for the original records in that they will serve the purposes for which such records were created or maintained. Specifically, the term "integrity of the records" is defined to mean

(1) that the photographic or microphotographic copies will be so arranged, identified, and indexed that an individual document or component of a records series can be located with reasonable facility, and

(2) that the photographic or microphotographic copies will contain all significant record detail needed for probable future reference.

(b) The film stock used, and the processing thereof, shall comply with the specifications of the National Bureau of Standards for permanent records.

(c) The provisions for preserving, examining, and using the photographic or microphotographic copies of the original records shall be adequate.

(d) Whenever the agency deems that the original photographic or microphotographic negative of permanently valuable records is deteriorating or will deteriorate as a result of use or other causes, the agency shall deposit the original photographic or microphotographic negative with the National Archives, retaining for its own use a service print if desired.

III. Whenever any records shall have been authorized for disposal in accordance with the provisions of Secs. 6, 7, or 8 of the above-mentioned Act and whenever any records of types that have been proposed for disposal in schedules approved in accordance with the provisions of Sec. 6 of the said Act have been in existence for the periods specified in such schedules, the agency or agencies having the custody of such records shall, subject to the proviso of Sec. 6 and the provisions of Sec. 9 of the said Act, (a) cause the said records to be sold as waste paper: Provided that, unless the said records shall have been treated in such a manner as to destroy their record content, any contract for sale of them shall prohibit their resale as records or documents; (b) cause them to be destroyed, if they cannot advantageously be sold or if, in the opinion of the head of the agency having custody of said records, destruction is necessary to avoid the disclosure of information that might be prejudicial to the interests of the Government or of individuals; or (c) cause them to be transferred, with the approval of the Archivist of the United States and without cost to the United States Government, to any government, organization, institution, corporation, or person that has made application for them.

The above regulations supersede those promulgated by the National Archives Council on August 15, 1945.

I hereby certify that the above regulations were unanimously adopted by the National Archives Council on July 29, 1949.

/s/ Wayne C. Grover
Wayne C. Grover, Chairman

Approved:

/s/ Harry S. Truman
Harry S. Truman
President of the United States

August 22, 1949
Date

By direction of the National Archives Council the promulgation of the above regulations is accomplished on August 30, 1949, by transmittal of copies thereof to the heads of all agencies of the United States Government.

/s/ Thad Page
Thad Page
Secretary of the Council

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(For instructions on the use of this form see National Archives Manual
on the Disposition of Federal Records)

THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

☐ **A** The records have
ceased to have suffi-
cient value to warrant
further retention.

☐ **B** The records will cease to have sufficient value
to warrant further retention on the expiration
of the period of time indicated or on the occur-
rence of the event specified.

☐ **C** The records will have ceased to have sufficient value to warrant
retention in their original form by virtue of the fact that the
microphotographic copies, made in accordance with standards of
the National Archives Council, will be adequate substitutes for
the original records.

(Date)

(Signature of Agency Representative)

(Title)

7.
ITEM NO.

8. DESCRIPTION OF ITEM
(WITH INCLUSIVE DATES OR RETENTION PERIODS)

9.
SAMPLE OR
JOB NO.

10.
ACTION TAKEN

LEAVE BLANK

DATE RECEIVED

JOB NO.

DATE APPROVED

CONGRESSIONAL AUTHORIZATION

HOUSE REPORT NO.

CONGRESS

DATE

SESSION

NOTIFICATION TO AGENCY

CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED
"DISPOSAL APPROVED" IN COLUMN 10.

(Date)

Archivist's Representative.

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of Plant and Operations

DISPOSITION OF RECORDS

Instructions on the Use of Records Disposal
Forms

GENERAL INSTRUCTIONS

Standard Form 115 "Request for Authority to Dispose of Records" and its continuation sheet, Standard Form 115a (obtainable from the Central Supply Section, Service Operations Division, Office of Plant and Operations) should be used whenever authority is requested to dispose of records. These forms are used for both lists and schedules of records proposed for disposal. However, only one kind of authority can be requested on a particular form, i.e., each submission must contain either items appropriate for a disposal list or items appropriate for a disposal schedule, not both.

Submit the original and four copies to the Records Administration Division, Office of Plant and Operations. Upon approval of the list or schedule, one copy will be returned to the particular person involved as notification that the National Archives has approved and Congress has authorized disposal of the items marked "approved".

Do not sign or date the forms. All forms will be signed by the Chief, Records Administration Division, Office of Plant and Operations, as the designated representative of the Department.

HOW TO FILL IN EACH ENTRY ON THE FORMS.

Entry 1 should show only the name of this Department - U. S. Department of Agriculture.

Entry 2 is intended to indicate the Major Subdivision of the Department, i.e., the particular bureau, agency or administration.

Entry 3 should show the particular Branch, Division or Office whose records are covered, or a combination of several offices, such as, "All Regional Offices".

Entries 4 and 5 should list the name and telephone extension of the person to whom inquiries about the records should be directed.

Entry 6 should show what kind of authority is requested. Only one of three kinds of disposal authority may be requested on a particular form - (1) immediate disposal of past accumulations of records; (2) disposal, after the expiration of specified retention periods, of specific types of records that have accumulated or will accumulate in the future; (3) disposal of original records after adequate microphotographic copies have been made.

Place an X in BOX A if authority is requested for the immediate disposal of existing records that have insufficient value to warrant further retention.

Place an X in BOX B whenever continuing authority is requested for the disposal, at some definite future time or periodically after specified periods of retention, of records that have accumulated or that may continue to accumulate.

Place an X in BOX C if disposal is to be made of microphotographed records after it has been ascertained that the microfilm copies were made in accordance with standards established by the National Archives Council.

MARK ONLY ONE BOX ON A PARTICULAR FORM.

Entry 7. This column should contain numbers identifying the items of records on the forms. Items should be identified in numerical sequence, i.e., 1, 2, 3, 4, etc. Such itemization as 1a, 1b, 1b(1), etc. should not be used.

Entry 8. Information in this column should clearly describe and properly itemize the records proposed for disposal.

Indication of Offices Involved.

If all records described on the form are not those of the same office, insert center headings in this column to indicate what office's records are involved. If all items on the form apply to records of the same office or class of offices, entries 2 and 3 will provide adequate identification and center headings should not be used under this entry.

Identification of Types of Records.

Indicate the types of records involved, if they are other than textual records, for example, if they are photographic records, sound recordings, or cartographic records.

Itemization

The itemization of records should be governed by the way records can be removed for disposal. Records that are so closely related that they can be treated as a unit for purposes of disposal should be regarded as a single item. Records are disposable as distinct units only if all the documents within a unit can be destroyed, and only if all of them can be destroyed simultaneously. An item should not cover both documents to be retained and to be destroyed, or documents to be retained for varying periods. The disposability of records determines how they should be itemized.

Description

An adequate description of each unit of records should be given with any additional information that may be necessary to indicate the nature of its contents. In describing records their physical type, such as correspondence, forms, reports, etc., should be identified. In addition, the subject or program to which they pertain or the function they represent should be stated. It is important that the description for each item of records proposed for disposal clearly specify all types of records included and all types of records excluded.

Inclusive Dates or Retention Periods.

Immediately below the description of each item enter the inclusive dates or the period of retention. The information given will depend on the kind of authority requested under entry 6.

If Box A was marked, the inclusive dates during which the records were produced should be stated.

If Box B was marked, the period of retention should be stated. The retention period may be expressed in terms of years, months, etc., or in terms of future actions or events. A future action or event that is to determine the retention period must be definite and certain.

If Box C was marked, the retention period should read: "Until ascertained that microphotographic copies have been made in accordance with National Archives Council regulations and are adequate substitutes for the paper records."

Entry 9. Samples of textual or cartographic records should be provided. However, samples of photographic records, sound recordings, or microphotographed records need not be furnished. When samples are transmitted with the form, enter an X in this column opposite the appropriate items. If samples for like records were previously submitted, the job number of the previous disposal request should be entered and further samples need not be submitted.

Entry 10 should be left blank. The National Archives will use this column to indicate approval or disapproval of each item.

GENERAL SERVICES ADMINISTRATION

Temporary Regulation No. 5

ABANDONMENT, DESTRUCTION, OR DONATION OF PROPERTY TO PUBLIC BODIES

Pursuant to section 202(h) of the Federal Property and Administrative Services Act of 1949, Public Law 152, 81st Congress, the following order is issued:

Section 1. Definitions. (a) "Administrator" means the Administrator of General Services or his designee.

(b) "Property" means any interest in property of any kind except (1) the public domain and lands reserved or dedicated for National Forest or National Park purposes; and (2) naval vessels of the following categories: Battleships, cruisers, aircraft carriers, destroyers and submarines.

(c) "Real property" means any interest owned by the United States, including any wholly-owned Government corporation, in land and in any fixtures or improvements thereon of any kind, except the public domain and lands reserved or dedicated for National Forest or National Park purposes.

(d) "Personal property" means any property as defined in paragraph (b) of this section, except real property as defined in paragraph (c) of this section.

(e) "Excess property" means any property under the control of any Federal agency which is not required for its needs and the discharge of its responsibilities, as determined by the head thereof.

(f) "Public body" means any state, territory or possession of the United States, any political subdivision thereof, the District of Columbia, any agency or instrumentality of any of the foregoing or any agency of the Federal government.

(g) "Executive agency" means any executive department or independent establishment in the executive branch of the Government, excluding wholly-owned Government corporations.

(h) "Federal agency" means any executive agency or any establishment in the legislative or judicial branch of the Government, (except the Senate and House of Representatives).

(i) "Reviewing authority" means a local, regional, or departmental board of review of a Government agency, or any other group or individual designated by an agency head to serve as a reviewing authority hereunder. It may consist of one or more persons.

(j) "No commercial value" means:

(1) In the case of personal property, property which can reasonably be expected to have no market value either for the purposes for which it was originally intended or for use as an entity for any other purpose.

(2) In the case of real property, property which has no reasonable prospect of sale for any purpose.

Sec. 2. Scope. This order shall apply to the destruction, abandonment, or donation to public bodies of property, except excess property located outside the Continental United States, Hawaii, Alaska, Puerto Rico, and the Virgin Islands.

Sec. 3. Findings justifying abandonment, destruction, or donation to public bodies. Except as to property disposed of under section 6 hereof, no property shall be donated, destroyed or abandoned by a Federal agency unless it shall have been affirmatively found by a duly authorized official of such agency either that (a) such property has no commercial value or (b) the estimated cost of its continued care and handling would exceed the estimated proceeds from its sale. Such findings shall be reduced to writing by such official. In no event shall such finding be made by an official directly accountable for the property covered thereby. Whenever all of the property proposed to be disposed of hereunder by any agency at any one location at any one time had an original cost (estimated if not known) of more than \$1,000, the findings shall be approved by a reviewing authority before any such disposal.

Sec. 4. Donations to public bodies. (a) A Federal agency may donate property in its possession or control as to which findings have been made in compliance with provisions of section 3 hereof to any public body.

(b) Disposal costs. The donating agency shall require any donee to pay all costs of packing, loading, and shipping to the donee.

(c) Prior approval required. No real property, and no property which has not been reported excess, shall be donated without prior approval of the Administrator.

Sec. 5. Abandonment or destruction - (a) Notice of proposed abandonment or destruction. Except as provided in section 6, property shall not be abandoned or destroyed by any agency until 30 days after publication of notice of such proposed destruction or abandonment. Such notice shall contain a general description of the property to be abandoned or destroyed and shall be published once in a newspaper having a general circulation in the area in which the property is located. Such notice shall contain an offering of the property for sale. A copy of such notice shall be given to the Administrator at the beginning of such thirty-day period: Provided, That no real property shall be abandoned, or any portion thereof abandoned or destroyed, without prior approval of the Administrator.

(b) Authority to abandon or destroy. Property, as to which findings have been made in compliance with the provisions of section 3 and

notice has been given as provided in paragraph (a) of this section, may be abandoned or destroyed by a Federal agency when a duly authorized official of such agency shall find that donation pursuant to the provisions of section 4 is not feasible. Such finding shall be reduced to writing by such official before any such abandonment or destruction is made. Whenever all of the property proposed to be abandoned or destroyed hereunder by any agency at any one location at any one time had an original cost (estimated if not known) of more than \$1,000, the finding shall be approved by a reviewing authority before any such abandonment or destruction. No abandonment or destruction shall be made in a manner which is detrimental or dangerous to public health or safety or which will cause an infringement of the rights of other persons.

Sec. 6. Abandonment or destruction without notice. Property may be abandoned or destroyed by a Federal agency without public notice upon a finding by a duly authorized official thereof, approved by a reviewing authority, that the immediate destruction or abandonment of the property is necessary or desirable because of its nature or because of the expense or difficulty of its care and handling. Such abandonment or destruction shall be deemed to be authorized under this section, (a) whenever the value of the property is so little or the cost of its care and handling is so great that its retention for thirty (30) days to advertise for donation or sale is clearly not justified, or (b) whenever abandonment or destruction is required by military necessity or by considerations of health, safety, or security. Such findings shall be reduced to writing by such official. Whenever all of the property proposed to be destroyed at any one location at any one time had an original cost (estimated if not known) of less than \$100, it shall be presumed for the purposes of this section that its immediate destruction or abandonment without notice is justified by reason of the expense or difficulty of its care and handling. The right to abandon or destroy under this section shall not be deemed to preclude the donation of any property as to which appropriate findings have been made.

Sec. 7. Demilitarization of combat materiel. Combat materiel may be mutilated, disarmed, or otherwise demilitarized before disposal where a duly authorized official of an agency finds that such action is in the interest of public health and safety and of national defense. Such demilitarization may include rendering such property innocuous, making it unfit for military use, or stripping from it any confidential or secret characteristics, and shall be accomplished in such manner as to preserve so far as possible any civilian utility or commercial value of the property. Any such property which is found by a duly authorized official of an agency to have no commercial value after demilitarization, or of which the estimated cost of continued care and handling would exceed the estimated proceeds shall be disposed of in accordance with the provisions of this order.

Sec. 8. Records and reports. Agencies donating, destroying, or abandoning property hereunder shall prepare and maintain such records as will show whether such agencies have fully complied with the provisions of this order and will furnish such reports regarding donation,

destruction and abandonment of property as the Administrator may from time to time require.

Sec. 9. Effective date. This shall become effective August 28, 1949.

JESS LARSON

JESS LARSON
Administrator of General Services

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

April 17, 1950

OFFICE OF PLANT AND OPERATIONS

PLANT AND OPERATIONS MEMORANDUM NO. 8

Acquisition and Disposition of Real Property

Purpose. In accordance with the authority contained in Public Law 152, 81st Congress, the Administrator of General Services on March 8, 1950, issued Public Buildings Service Circular No.1, a copy of which is attached, governing the utilization and disposal of real property. This Circular makes many changes in the existing procedures in the field of real property management, and this memorandum adapts to the use of this Department the procedures outlined therein.

Scope. Congress under Public Law 152 has provided a comprehensive plan for property management, and it is of the utmost importance that agencies of the Department familiarize themselves with these new regulations and apply the procedures of real property management immediately.

Effective Date. While the Circular provides that the procedures were to be effective on March 8, 1950, it has been recognized that the necessity for interpreting procedures, familiarizing personnel of the executive departments with new operating procedures, and the physical impossibility of distributing necessary forms make its complete application as of that date impossible. However, it is to be expected that Department agencies will comply with the procedures outlined in the Circular as soon as forms can be procured and operating units informed of the new procedures.

Forms. Forms specified in the Circular may be obtained by requisition from the Central Supply Section of this Office. It should be noted that GSA Forms 30, 30a, 30b, 30c and 31 carry limitation dates of December 31, 1950, and, therefore, requisitions should be submitted only for forms necessary for use prior to that date.

Interpretation. There are outlined in this memorandum interpretations of various sections of the regulations, obtained as a result of conferences with officials of the General Services Administration. Undoubtedly, there will be many points which are not covered. Additional interpretations may be obtained either from the Real Estate Division of this Office or from the appropriate field office of the General Services Administration.

It is essential that this memorandum be read with Public Buildings Service Circular No. 1, for neither is complete without the other.

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GENERAL SERVICES ADMINISTRATION
Washington 25, D. C.

March 8, 1950

PUBLIC BUILDINGS SERVICE CIRCULAR NO. 1

TO: The Heads of Executive Departments and Establishments

SUBJECT: Utilization and Disposal of Excess Real Property

1. Purpose. This Circular prescribes policy, regulations, and methods governing the reporting and utilization of excess real property and the disposal of surplus real property. This Circular is issued pursuant to the authority vested in the Administrator of General Services by the provisions of the Federal Property and Administrative Services Act of 1949, Public Law 152, 81st Congress.

2. Contents. The provisions of this Circular are grouped under the following headings:

1. Purpose
2. Contents
3. Definitions
4. Scope
5. Basic Policy
6. Responsibilities of Holding Agencies
7. Utilization of Excess Real Property
8. Disposal of Surplus Real Property
9. Records and Reports
10. Regulations by Agencies to be Reported to the Administration
11. Exceptions
12. Superseded Regulations
13. Effective Date

3. Definitions.

a. Terms Defined in the Act. Terms not defined in subsection b. of this section which are defined in the Federal Property and Administrative Services Act of 1949, hereinafter referred to as the Act, shall in this Circular have the meaning given to them in the Act.

b. Other Terms.

- (1) "Administration" means the General Services Administration acting by or through the Administrator of General Services or a designated official to whom functions under this Circular have been delegated by the Administrator.

- (2) "Administrator" means the Administrator of General Services.
- (3) "Real property" means (i) any interest in land (except the public domain and lands reserved or dedicated for national forest or national park purposes) owned by the United States, including any wholly owned Government corporation, and any fixtures, appurtenances, and improvements of any kind located thereon; (ii) any fixtures, structures and other improvements (excluding standing timber and crops) owned by the United States; and (iii) any fixtures, structures and other improvements owned by the United States which are located on the public domain and lands reserved or dedicated for national forest or national park purposes or located on land that is not owned by the United States.
- (4) "Related personal property" as used herein means any personal property
- (a) Which is located in and (i) an integral or necessary part of, or (ii) essential to the use or productive capacity of land, fixtures, appurtenances and improvements, or
 - (b) Determined by the Administrator to be otherwise related to the real property.
- (5) "Excess" when used with respect to real property means any such property under the control of any Federal agency which is not required for its needs and the discharge of its responsibilities, as determined by the head thereof.
- (6) "Surplus" when used with respect to any real property means any excess real property not required for the needs and the discharge of the responsibilities of all Federal agencies, as determined by the Administrator.
- (7) "Executive agency" means any executive department or independent establishment in the executive branch of the Government, including any wholly owned Government corporation.
- (8) "Federal agency" means any executive agency or any establishment in the legislative or judicial branch of the Government (except the Senate and the House of Representatives).
- (9) "Holding agency" means the executive agency which has accountability for the property involved.
- (10) "Disposal agency" means the executive agency designated by the Administrator to dispose of surplus real property.

- (11) "Small business" means any concern whose aggregate number of employees, including its affiliates, is less than five hundred.
- (12) "State or local government" means a State, territory or possession of the United States, the District of Columbia, and any political subdivision or instrumentality thereof.
- (13) "Industrial property" means any industrial manufacturing equipment or any industrial plant (including structures on land owned by or leased to the United States, substantially equipped with machinery, tools, and equipment) which is capable of economic operation as a separate and independent industrial unit and which is not an integral part of an installation of a private contractor, which industrial manufacturing equipment and industrial plants are under the control of any executive agency.
- (14) "Reserved materials" means uranium, thorium, and all other materials determined pursuant to section 5(b)(1) of the Atomic Energy Act of 1946 (60 Stat. 761), to be peculiarly essential to the production of fissionable material, contained, in whatever concentration, in deposits in lands to be disposed of under the Federal Property and Administrative Services Act of 1949.
- (15) "Airport" means any area of land or water which is used, or intended for use, for the landing and take-off of aircraft, and any appurtenant areas which are used, or intended for use, for airport buildings or other airport facilities or rights-of-way, together with all airport buildings and facilities located thereon.
- (16) "Airport property" as used in this Circular means any surplus real property including improvements and personal property located thereon as part of the operating unit, which, in the determination of the Administrator of Civil Aeronautics, is essential, suitable, or desirable for the development, improvement, operation, or maintenance of a public airport; or reasonably necessary to fulfill the immediate and foreseeable future requirements of the owner or operator for the development, improvement, operation, or maintenance of a public airport, including property needed to develop sources of revenue from non-aviation businesses at a public airport.
- (17) "Landing area" as used herein means any land or combination of water and land, together with improvements thereon and necessary operational equipment used in connection therewith, which is used for landing, take-offs, and parking of aircraft. The term includes, but is not limited to, runways, strips, taxiways, and parking aprons.

4. Scope. This Circular provides for the economical and efficient utilization of excess real property and governs the disposal of all surplus real property located within the continental United States, Hawaii, Alaska, Puerto Rico and the Virgin Islands.
5. Basic Policy.
- a. It is the policy of the Administrator to foster and assure maximum utilization of excess real property by Federal agencies. Each Federal agency shall, as far as practicable, fulfill its needs for real property by utilization of excess real property.
 - b. It is the policy of the Administrator that surplus real property shall be disposed of in the most economical manner consistent with the best interests of the Government.
 - c. It is the policy of the Administrator that surplus real property shall be disposed of promptly and in such a manner as -
 - (1) To encourage and foster employment opportunities;
 - (2) To strengthen and preserve the competitive positions of small business;
 - (3) To foster the development of new independent enterprises;
 - (4) To discourage monopoly, speculation and restraint of trade.
 - d. It is the policy of the Administrator to extend credit when justified.
 - e. It is the policy of the Administrator, in considering equivalent or substantially equivalent proposals, that surplus real property be disposed of to small business in preference to acceptance of offers from business concerns or groups which would tend to concentrate economic power.
6. Responsibilities of Holding Agencies.
- a. Accountability, Care and Handling. The holding agency shall retain accountability for and be responsible for the expense of and the physical care, handling, protection, and maintenance of excess and surplus real property, including related personal property, pending its transfer to a Federal agency or disposal: Provided, however, That the expense of care, handling, protection, and maintenance of property not transferred or disposed of within twelve (12) months from the date it was formally reported excess shall be assumed by the disposal agency as of the first day of the succeeding quarter of the fiscal year.

- b. Repairs and Improvements. The holding agency shall make or cause to be made repairs necessary for the protection and maintenance of the property. Consideration may be given to improvements or alterations which involve completion, conversion, or rehabilitation of the property, and the disposal agency may make commitments for such purposes as may be approved by the Administration. Any such improvements or alterations approved by this Administration may be made by the holding agency from funds allocated thereto by the disposal agency.
- c. Taxes and Other Obligations. Payment of taxes, payments in lieu of taxes when authorized by Congress, rents, and insurance premiums and other obligations shall be the responsibility of the holding agency.

7. Utilization of Excess Real Property.

- a. Survey of Real Property. Each executive agency shall continuously survey real property under its control and shall maintain its inventory of real property at the absolute minimum consistent with economical and efficient conduct of the affairs of the agency.
- b. Report of Excess Property.
 - (1) Each executive agency shall formally report to the Administrator, pursuant to the provisions of this section, all real property which is excess, except as provided in General Services Administration Temporary Regulation No. 5.
 - (2) Related Personal Property. All excess related personal property as defined in section 3 b.(4) shall be reported as a part of the same report covering the excess real property.
 - (3) Government-Owned Real Property. Holding agencies shall report Government-owned excess real property ninety (90) calendar days in advance of the date such excess real property shall become available for transfer to another Federal agency. Where the circumstances will not permit excess real property to be reported a full ninety (90) calendar days in advance of the date it will be available, the report shall be made as far in advance of such date as possible, Provided, however, That holding agencies shall not report to the Administrator (a) real property and related personal property as excess property when the total estimated fair value of all of the component units of the property is less than \$1,000 as determined by the holding agencies, and (b) excess improvements located on Government-owned land in the custody of the Department of Defense which land is not excess and is not expected to become excess.
 - (4) Leasehold Interests in Real Property. Leasehold interests in real property determined to be excess shall be reported at least sixty (60) calendar days prior to the date on which notice of termination or cancellation is required by the terms of the instrument under which the property is occupied:

Provided, however, That leasehold interests are required to be reported hereby only when the terms of the instrument under which the property is occupied will permit transfer or assignment of the lease: Provided further, That leasehold interests in office, files, storage, and similar space where the total space leased does not exceed 2500 square feet may be disposed of without reference to the requirements of this subparagraph.

- (5) Report Form. Reports of excess real property shall be prepared in the form prescribed by Appendix A hereto and shall be filed with the appropriate field office of the General Services Administration within the region wherein the excess real property is located. All excess personal property covered by the report must be fully itemized. For the purposes of this Circular the appropriate field office shall be the Division Office of the Public Buildings Service, General Services Administration. See Appendix B.
- (6) Excess Industrial Property. A copy of each report of excess industrial property should be forwarded to the Secretary of Defense, Washington 25, D. C., by the reporting agency at the time the original report is submitted to the Division Office of the Public Buildings Service, General Services Administration.

c. Utilization.

- (1) Each executive agency shall, as far as practicable, make re-assignments of real property among activities within the agency when such property is determined to be no longer required for the purposes of the appropriation from which it was acquired.
- (2) Each executive agency shall, as far as practicable, pursuant to the provisions of this Circular, transfer excess property under its control to other Federal agencies and fulfill its requirements for real property by obtaining excess real property from other Federal agencies.
- (3) Notification of Need for Real Property. It shall be the responsibility of each executive agency continuously to make known to the Administration its needs for real property. Such needs shall be made known on the form prescribed in Appendix C hereto, and shall be submitted to the appropriate field office of the General Services Administration within the region wherein real property is needed (see Appendix B); however, where authority to seek real property is vested solely in the Washington Office of an executive agency, such needs may be submitted by that office directly to the General Services Administration, Washington 25, D. C. Needs for construction of new buildings or extensions of existing

buildings shall be submitted on Form PBA-4-1, provided, however, that this subparagraph shall not apply to the construction of new buildings or the extension of existing buildings specifically authorized by law.

(4) Screening for Utilization.

- (a) Excess Government-owned real property reported by executive agencies shall be screened by the Administration for utilization by Federal agencies.
- (b) Reports by executive agencies of excess leasehold interests in real property shall be screened by the Administration in order to promote economical utilization by other Federal agencies. Such screening will be completed within thirty (30) calendar days after the date on which leasehold interest is reported excess, except for special cases in which the Administrator may approve other time limits.

(5) Notification of Availability. The General Services Administration shall continuously promote the utilization of excess real property and shall promptly advise any Federal agency of the availability of excess real property to fulfill its needs.

- d. Transfers of Excess Real Property. Transfers of excess real property between Federal agencies (except transfers for redistribution to other Federal agencies or transfers for disposal as surplus) shall be at the fair value thereof, except as otherwise provided by law.
- e. Determination of Fair Value. The fair value of excess real property, for the purposes of this section, shall be determined by the Administration.
- f. Temporary Utilization. Whenever the Administrator determines that the temporary assignment or reassignment of any space in excess real property to any Federal agency for office, storage, or related facilities would be more advantageous than the permanent transfer of such property, he may make such assignment or reassignment for such period of time as he shall determine. The Federal agency to which excess real property is temporarily assigned or reassigned shall make appropriate reimbursement for the expense of maintaining such space in the absence of appropriation available to the Administrator therefor.
- g. Withdrawals. Subject to the approval of the Administration, reports of excess real property may be withdrawn or corrected by the reporting agency at any time prior to transfer to another Federal agency or disposal. Request for withdrawals or notices of correction should be addressed to the appropriate General Services

Administration field office where the report of excess real property was filed.

- h. Determination of Surplus. Any real property reported excess under this Circular which is not designated by the Administration for utilization pursuant to the provisions of this Circular shall be considered to be surplus property, and the holding agency shall be notified of the date upon which such surplus determination becomes effective.

8. Disposal of Surplus Real Property

- a. Surplus real property and related personal property shall be disposed of by disposal agencies designated below:
 - (1) The Department of Agriculture is hereby designated as the disposal agency for all surplus real property which the Administrator shall classify as "agricultural property," together with related personal property.
 - (2) The holding agency is hereby designated as disposal agency for (a) all surplus leaseholds except airport property, (b) all real property and related personal property having a total estimated fair value of less than \$1,000 in accordance with Section 7 b.(3), and (c) improvements located on Government-owned land in the custody of the Department of Defense, which land is not excess and is not expected to become excess. Unless otherwise specifically directed by the Administrator, holding agencies are authorized pursuant to this paragraph to dispose of such real property and related personal property under applicable provisions of this Circular without notice to other Federal agencies, Provided, however, That the Department of Defense shall provide the Federal Security Administrator with appropriate notification of the availability for disposal of improvements located on Government-owned land in the custody of the Department of Defense, which land is not excess and is not expected to become excess.
 - (3) The General Services Administration is hereby designated as the disposal agency for all surplus real property not assigned to any other disposal agency.
- b. Classification. Each surplus real property or, if the property is subdivided, each unit of property shall be classified by the disposal agency to determine the methods and conditions applicable to the disposition of the property. Classification shall be according to the estimated highest and best use for the property. The property may be reclassified from time to time by the disposal agency or by the Administration whenever such action is deemed appropriate.

- c. Studies by Disposal Agency. The disposal agency shall compile appropriate information regarding all real property to be disposed of.
- d. Transfer of Title Papers, Documents, Etc. The disposal agency may transfer to the purchaser of the property, as a part of the disposal transaction, any abstract of title, or title guaranty or title insurance policy, which relates to the property being transferred and which is no longer needed by the holding agency.
- e. Valuation and Appraisal.
- (1) Except as otherwise authorized by the Administrator or as otherwise provided in this section, the disposal agency shall in all cases establish the fair value of the property available to it for disposition by appraisal thereof: Provided, however, That in those cases in which the property is classified as airport property or suitable for historic monuments and is to be disposed of to a State, local government, or tax-supported institution, no estimate need be made of the fair value of the property.
 - (2) The disposal agency shall have the property appraised by experienced and qualified appraisers familiar with the types of property to be appraised by them. Appraisal by any person engaged to collect or evaluate information pursuant to this Circular shall contain a certificate that he has no interest, direct or indirect, which would conflict in any manner or degree with the preparation and submission of an impartial report.
- f. National Industrial Reserve Properties. In the event that any disposal agency is unable to dispose of any surplus industrial plant because of the national security clause, after making every reasonable effort to do so, it shall notify the Secretary of Defense, indicating such modifications in the national security clause, if any, which in its judgment will make possible the disposal of the plant. The Secretary of Defense shall consider and agree to any and all such proposed modifications as in his judgment would be consistent with the purposes of the National Industrial Reserve Act. If, however, such clause is not modified or the requirements thereof waived, or if modified, such plant cannot then be disposed of under such modified clause, the Secretary of Defense shall direct that such plant be transferred to the National Industrial Reserve and such transfer shall be in the manner prescribed in Public Law 883, 80th Congress.
- g. Notice and Advertisement.
- (1) Wide Publicity. The disposal agency shall widely publicize all surplus real property which becomes available for disposal hereunder, giving information adequate to inform interested persons of the general nature of the property and its possible

uses, as well as any reservations, restrictions, and conditions imposed upon its disposition. Such publicity shall be by public advertising or other appropriate public notice. The disposal agency may consult with local groups and organizations. The disposal agency shall, upon request, supply to bona fide potential purchasers and lessees adequate preliminary information and, with the cooperation of the holding agency where necessary, shall render such assistance to such persons as may enable them so far as feasible to acquire adequate information regarding the property. The disposal agency shall establish procedures so that all persons showing due diligence are given full and complete opportunity to make a proposal. All advertisements published pursuant to the requirements of this section shall contain a cut-off date for the submission of offers.

- (2) Inspection. All persons interested in the acquisition of surplus property available for disposal under this Circular shall, with the cooperation of the holding agency where necessary, be permitted to make a complete inspection of such property, including any available inventory records, plans, specifications, and engineering reports made in connection therewith, subject to any necessary restrictions in the interest of national security and subject to such rules and regulations as may be prescribed by the disposal agency.

h. Submission of Proposals. All proposals to purchase shall be in writing and, in addition to the financial terms upon which the proposal is predicated, shall set forth the willingness of the offeror to abide by the terms, conditions, reservations, and restrictions upon which the property is offered, and shall contain such other information as the disposal agency may request.

i. Acceptance of Offers.

- (1) General. The disposal agency shall allow a reasonable period of time within which the successful bidder shall consummate the transaction and shall notify the successful bidder of the period allowed. If there are several acceptable offers at the same price or consideration, the offer to be accepted shall be selected as provided in paragraph (2) of this subsection. Disposal agencies may reject any offer.
- (2) Equal Offers. If equal acceptable offers are received for the same property, selection shall be made by taking into consideration the policy enunciated in section 5 hereof and the intended use of the property.
- (3) Notice to Unsuccessful Bidders. When an offer for surplus real property has been accepted, the disposal agency shall notify the unsuccessful bidders of such acceptance and return their deposits, if any, to them.

- (4) Absence of Acceptable Offers; Methods of Sale. If no acceptable offer is received, the disposal agency shall proceed to dispose of the property by negotiated sale, or other suitable method.

j. Form of Conveyance.

- (1) General. The deed or instrument of transfer shall be on a form prescribed by the Administrator. Disposals shall be by quitclaim deed unless the disposal agency finds that another form of conveyance is necessary to obtain a reasonable price for the property or to render the title marketable and unless the use of such other form of conveyance is recommended and approved by the U. S. Attorney General.
- (2) Conditions in Disposal Instrument. When the disposal agency extends credit, the purchaser shall agree that, until full payment is made, he will not resell the property without the prior written authorization of the disposal agency. Any deed, lease, or other instrument executed to dispose of property under this Circular, subject to reservations, restrictions, or conditions, as to the future use, maintenance, or transfer of the property, shall recite all representations and agreements pertaining thereto. Two conformed copies of any deed, lease or other instrument containing reservations, restrictions or conditions regulating the future use, maintenance, or transfer of the property shall be provided the Federal agency charged with enforcement of such reservations, restrictions or conditions.

- k. Title Transfer from Government Corporations. In order to facilitate the administration and disposition of real property when record title to such property is not in the name of the United States of America, the holding agency, upon request of the Administrator, shall deliver to the disposal agency a quitclaim deed, or other instruments of transfer without warranty, expressed or implied, transferring all of the right, title and interest of the holding agency in such property to the United States of America.

l. Disposal of Airport Property.

- (1) Property which is determined by the disposal agency to be available for disposal as airport property and which is determined by the Civil Aeronautics Administrator to be essential, suitable, or desirable for the development, improvement, operation, or maintenance, of a public airport, or reasonably necessary to fulfill the immediate and foreseeable future requirements of the grantee for the development, improvement, operation, or maintenance of a public airport, including property needed to develop sources of revenue from nonaviation business at a public airport, may, with the approval of the head of the disposal agency be conveyed or disposed of to any State, political subdivision thereof,

municipality, or tax-supported institution without monetary consideration to the United States, but subject to the terms, conditions, reservations, and restrictions imposed as hereinafter set out. Upon the request of the Administrator of Civil Aeronautics, the Secretary of Defense, the Secretary of the Army, the Secretary of the Navy, or the Secretary of the Air Force, any of such terms, conditions, reservations, or restrictions may be omitted, and any additional terms, conditions, reservations, or restrictions may be imposed if the Administrator of Civil Aeronautics, the Secretary of Defense, the Secretary of the Army, the Secretary of the Navy, or the Secretary of the Air Force determines that such omission or inclusion is necessary to protect or advance the interests of the United States in civil aviation or for national defense. Before any such conditions, reservations, or restrictions are omitted or imposed upon the request of one of the named agencies information of such proposed change will be furnished to the other agencies.

- (2) Subject to the provisions of paragraph (1) above, such property shall be disposed of to such grantees subject to the following terms, conditions, reservations, and restrictions:
 - (a) The property shall not be used, leased, sold, salvaged, or disposed of by the grantee or transferee for other than airport purposes without the written consent of the Administrator of Civil Aeronautics, which consent shall be granted only if the Administrator of Civil Aeronautics determines that the property can be used, leased, sold, salvaged, or disposed of for other than airport purposes without materially and adversely affecting the development, improvement, operation, or maintenance of the airport conveyed, or the airport at which such property is located.
 - (b) The property shall be used and maintained for public airport purposes without unjust discrimination.
 - (c) No exclusive right for the use of the airport conveyed, or the airport at which the property disposed of is located, shall be vested (either directly or indirectly) in any person or persons to the exclusion of others in the same class. For the purpose of this condition, an exclusive right is defined to mean any exclusive right to use the airport for conducting any particular aeronautical activity requiring operation of aircraft; any exclusive right to engage in the sale or supplying of aircraft, aircraft accessories, equipment, or supplies (excluding the sale of gasoline and oil), or aircraft

services necessary for the operation of aircraft (including the maintenance and repair of aircraft, aircraft engines, propellers, and appliances).

- (d) The grantee shall, insofar as it is within its powers, adequately clear and protect the aerial approaches to the airport by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards, and by preventing the establishment or creation of future airport hazards.
- (e) During any national emergency declared by the President or by the Congress, the United States shall have the right to make exclusive or nonexclusive use and have exclusive or nonexclusive control and possession, without charge, of the airport conveyed, or the airport at which the surplus property is located or used, or of such portion thereof as it may desire: Provided, however, That the United States shall be responsible for the entire cost of maintaining such part of the airport as it may use exclusively, or over which it may have exclusive possession and control, during the period of such use, possession, or control, and shall be obligated to contribute a reasonable share, commensurate with the use made by it, of the cost of maintenance of such property as it may use nonexclusively or over which it may have nonexclusive control and possession: Provided further, That the United States shall pay a fair rental for its use, control, or possession, exclusively or nonexclusively, of any improvements to the airport made without United States aid.
- (f) The United States shall at all times have the right to make nonexclusive use of the landing area of the airport conveyed, or the airport at which the surplus property is located or used, without charge: Provided, however, That such use may be limited as may be determined at any time (other than during the existence of a national emergency) by the Administrator of Civil Aeronautics to be necessary to prevent undue interference with use by other authorized aircraft: Provided further, That the United States shall be obligated to pay for damages caused by such use, or if its use of the landing area is substantial, to contribute a reasonable share of the cost of maintaining and operating the landing area, commensurate with the use made by it.
- (g) The grantee accepting a conveyance or transfer of surplus airport property shall release the United States from any and all liability it may be under for restoration or other damages under any lease or other agreement covering the use by the United States of any airport, or part thereof, owned, controlled, or operated by the grantee

upon which, adjacent to which, or in connection with which, the surplus property was located or used: Provided, That no such release shall be construed as depriving the grantee of any right it may otherwise have to receive reimbursement under section 17 of the Federal Airport Act for the necessary rehabilitation or repair of public airports heretofore or hereafter substantially damaged by any Federal agency.

- (h) In the event that any of the terms, conditions, reservations, and restrictions upon or subject to which the property is disposed of are not met, observed, or complied with, all of the property so disposed of, or any portion thereof, shall, at the option of the United States as exercised by the Civil Aeronautics Administrator, revert to the United States in its then existing condition.
- (3) Any airport property not disposed of pursuant to the provisions of this section shall be disposed of in accordance with other applicable provisions of this Circular, including, if appropriate, reclassification by the disposal agency.
- (4) In the disposal of surplus airport property under this section, the disposal agency may avail itself of the services of representatives of the Civil Aeronautics Administration in connection with the disposal of surplus airport property, and shall consult with and obtain the recommendations of the Civil Aeronautics Administration in all decisions pertaining to civil aviation. In addition, the Civil Aeronautics Administration shall furnish such technical assistance as the Administrator or the disposal agency may request and the Civil Aeronautics Administration is in a position to provide. The Administrator of Civil Aeronautics shall have sole responsibility for enforcing compliance with the terms and conditions of transfers and for the reformation, correction or amendment of any transfer instruments, and the granting of releases, and for taking any necessary action for recapturing such property in accordance with the provisions of Public Law 311, 81st Congress, dated October 1, 1949.

m. Disposal of Surplus Real Property for Use as Public Parks, Recreational Areas, or Historic Monuments.

- (1) Land, including improvements and equipment located thereon, which is determined by the Secretary of the Interior to be suitable and desirable for use as a public park, recreational area, or historic monument, for the benefit of the public may be conveyed or disposed of by the disposal agency, subject to approval of the head thereof, to a State or local government. In the case of conveyances for park or recreational areas, the price to be paid therefor shall be equal to fifty (50)

percentum of the fair value of the property conveyed, based on the highest and best use of the property at the time it is offered for disposal regardless of its former character or use. Conveyances of property for historic monument purposes shall be made without monetary consideration. No property shall be determined by the Secretary of the Interior to be suitable or desirable for use as an historic monument except in conformity with the recommendations of the Advisory Board on National Parks, Historic Sites, Buildings and Monuments established by section 3 of the act entitled "An Act for the Preservation of Historic American Sites, Buildings, Objects and Antiquities of National Significance, and for other purposes," approved August 21, 1935 (49 Stat. 666); if its area exceeds that necessary for the preservation and proper observation of the historic monument situated thereon; and if it was acquired by the United States at any time subsequent to January 1, 1900.

(2) Transfers of property hereunder shall be subject to the following terms, conditions, reservations, and restrictions:

(a) The property shall be used and maintained for the purpose for which it is conveyed for a period of not less than twenty (20) years: Provided, That in the event such property ceases to be used or maintained for such purpose during such twenty (20) year period, the property shall in its then existing condition, at the option of the Secretary of the Interior, revert to the United States.

(b) Such other additional terms, reservations, restrictions, and conditions as may be included by the disposal agency in accordance with this Circular.

n. Disposal of Surplus Real Property for Wildlife Conservation Under Public Law 537, 80th Congress. Pursuant to Public Law 537, and notwithstanding any other provisions of this Circular, the Department of the Interior or any State agency exercising jurisdiction over wildlife resources of the State wherein a particular property is located, may make application to the disposal agency for acquisition of real property owned in fee by the Government for wildlife conservation without exchange of funds or monetary consideration. Such application shall set forth in reasonable detail the purpose for which the property is to be used and any further information which might be required for a determination by the disposal agency. In evaluating the application, the disposal agency shall obtain written recommendation from the Fish and Wildlife Service, Department of the Interior, as to the value of the property for wildlife conservation purposes. Where the disposal agency having jurisdiction of the property determines that the property is chiefly valuable for wildlife conservation purposes, and if the head thereof determines that the property is available for wildlife conservation purposes, he may approve its disposition

for such purposes. The approval by the head of the disposal agency shall be evidenced by an appropriate order designating the purpose for which the property so transferred shall be used and such order shall be published in the Federal Register. Disposals to a State agency hereunder will be subject to:

- (1) A reverter in case the property ceases to be used by such State for wildlife conservation or in the event the United States determines that the property is needed for national defense purposes.
- (2) A reservation to the United States of all oil, gas, and mineral rights.

o. Disposal of Surplus Real Property and Related Personal Property for Educational and Public Health Purposes.

- (1) Scope. This paragraph governs the assignment of surplus real property and related personal property to the Federal Security Administrator and the disposal of such property for educational or public health, including research, purposes.

- (2) Assignment to Federal Security Administrator

- (a) Reports of excess real property and related personal property shall be available to the Federal Security Administrator for the purpose of screening in General Services Administration offices or at other designated points within 10 calendar days after reports of excess real property and related personal property have been received by this Administration. Such reports shall be made available to the Federal Security Administrator who shall determine within 20 calendar days thereafter whether such property is needed for school, classroom or other educational use or for use in the protection of public health including research, and who shall submit to the Administrator, recommendations for the assignment to him of such property (excluding improvements located on Government-owned land in the custody of the Department of Defense which land is not excess and is not expected to become excess).
- (b) Holding agencies shall cooperate to the fullest extent possible with representatives of the Federal Security Agency in their inspection of the property and in furnishing information relating thereto.
- (c) In recommending the assignment of surplus real property and related personal property, the Federal Security Administrator shall certify that such property is needed for educational or public health purposes, describe the property desired, state the intended disposition, and furnish such other information as the Administrator of General Services may, from time to time, prescribe.

The Federal Security Administrator shall furnish a copy of the recommendation to the holding agency. If the recommendation is approved by the Administrator he will assign the property by letter or other document to the Federal Security Administrator for disposal and furnish a copy to the holding agency.

(3) Transfers.

- (a) Subject to the disapproval of the Administrator within thirty (30) calendar days after notice to him by the Federal Security Administrator of a proposed transfer of property for school, classroom, or other educational use or for public-health use, the Federal Security Administrator, through such officers or employees of the Federal Security Agency as he may designate, may sell or lease such real property and related personal property, including buildings, fixtures and equipment situated thereon for educational purposes and for public-health purposes, including research.
- (b) In fixing the sale or lease value of property to be disposed of under this paragraph, the Federal Security Administrator shall take into consideration any benefit which has accrued or which may accrue to the United States from the use of such property for educational or public-health purposes.
- (c) Prior to effecting a proposed transfer, the Federal Security Administrator shall submit a notice of a proposed transfer for consideration of the Administrator. The submission shall set forth adequate identification and description of the property, the name of the transferee, the terms and conditions of the sale or lease, and such other information as the Administrator may, from time to time, prescribe. In the absence of disapproval by the Administrator within thirty (30) calendar days from the date of the submission, the Federal Security Administrator shall prepare the transfer document or documents and take all other action necessary to accomplish transfer of the property. Upon transfer of the property by the Federal Security Administrator, duly authenticated copies of the transfer document or documents shall be furnished to the holding agency.
- (d) Protection, Maintenance, and Custody of Property Pending Transfer and Delivery to Transferee. Upon assignment of surplus real property and related personal property to the Federal Security Administrator and pending its transfer for educational or public-health uses pursuant to the provisions of this Circular, the holding agency shall

protect, maintain, and have custody of, and accountability for, such property: Provided, however, That the expense of care, handling, protection and maintenance of property not transferred or disposed of within twelve (12) months from the date it was reported excess shall be assumed by the disposal agency as of the first day of the succeeding quarter of the fiscal year.

- (4) Compliance and Releases. The Federal Security Administrator shall have responsibility for enforcing compliance with the terms and conditions of transfers and for the reformation, correction or amendment of any transfer instrument, and the granting of releases, and for taking any necessary action for recapturing such property. Such determinations and decisions of the Federal Security Administrator under the authorities and directions contained in section 203(k)(2) of the Act shall be subject to the disapproval of the Administrator within thirty (30) days after notice to him by the Federal Security Administrator of any action proposed to be taken. Such notice will identify the property affected, set forth in detail the proposed action and the reasons therefor. The Federal Security Administrator will be responsible for notifying transferees of the requirements of section 203(k)(2).
- (5) Recapture of Real Property and Related Personal Property by Federal Security Administrator. Upon termination of any lease or the reversion to the United States of real property and related personal property by reason of non-compliance with the terms and conditions of transfer, or for other cause, the Federal Security Administrator will determine whether there is further need for educational or public-health purposes, and if it is found that no such need exists, the property shall be reported to the General Services Administration as excess.

p. Disposal of Leasehold Interests and Improvements by Disposal Agencies.

- (1) Improvements - Leaseholds. Where a disposal agency holds for disposition surplus real property and related personal property under lease or other similar right of occupancy, with or without improvements thereon, such disposal agency:
 - (a) May dispose of the property subject to assumption by the purchaser of the obligations of the lease, unless such a transfer is prohibited by the terms of the lease or other instrument under which the interest was acquired, and may dispose of any structures or improvements located on or in the property, subject to such reservations, restrictions and conditions, if any, as the disposal agency deems necessary properly to protect the

interests of the United States against any liability under the lease, in the following order by any one or more of the following methods:

By disposition of all or a portion thereof to the transferee of the leasehold interest for a consideration that is fair and reasonable under all the circumstances.

By disposition in accordance with contractual commitments, or

By transfer to the lessor or owner of the premises in full or partial satisfaction of any obligation to restore the premises, or upon a release by the lessor or owner of a restoration obligation plus the payment of a consideration that is fair and reasonable under all the circumstances, or

By disposition for removal from the site; or

- (b) May cancel the lease, by notice or negotiated agreement, and dispose of any structures or improvements located on or in the property, subject to such reservations, restrictions, and conditions, if any, as the disposal agency deems necessary properly to protect the interests of the United States in the same manner as described in subparagraph (a) above for the disposition of structures and improvements in those cases in which the lease is to be transferred or assigned, except that the method providing for disposition to the transferees or assignees of the leasehold or other similar right of occupancy would not be applicable.
- q. Disposition of Improvements, Government-Owned Land. In the case of Government-owned land, the disposal agency may dispose of structures and improvements with the land or intact and separate from the land. In either case, disposals shall be subject to applicable provisions of this Circular.
- r. Revocable Leases or Permits. A lease or permit may be granted by the disposal agency or the holding agency, with the approval of the disposal agency, to place surplus real property in productive use: Provided, That such lease or permit shall be made revocable on not to exceed thirty (30) days' notice by the disposal agency, and, Provided further, That the use and occupation will not interfere with, delay, or retard the disposition of the property. In such cases, an immediate right of entry to such property may be granted pending execution of the formal lease or permit. The

lease or permit shall be for a consideration that is fair and reasonable under all the circumstances, with or without cash consideration, and shall be on such terms and conditions as are deemed appropriate properly to protect the interests of the United States.

s. Easements.

- (1) To Owner of Servient Estate. The disposal agency may with or without consideration, dispose of an easement to the owner of the land which is subject to the easement when it is determined that the easement has no commercial value and is no longer needed: Provided, That when any such easement was acquired for a substantial consideration such disposal shall be made at a consideration that is fair and reasonable under all the circumstances with due regard for any portion of the purchase price paid for severance damages.
- (2) To Others. Subject to the provisions of this Circular, a disposal agency may grant easements in or over real property: Provided, That where the disposal agencies determine that the granting of such easements substantially decreases the value of the property, the granting of the easement shall be for a consideration that is fair and reasonable.

t. Disposal of Surplus Real Property for Use as Shrines, Memorials or for Religious Purposes.

- (1) Definition. "Chapel" means any Government-owned building and improvement, including surplus fixtures or furnishings therein related or essential to the uses and purposes for which the chapel is to be used and maintained, which was designed for and used or intended to be used for religious activities and services.
- (2) Disposition - General. Surplus chapels shall be segregated from other buildings, and shall be disposed of intact, separate and apart from the land for use as shrines, memorials, or for religious purposes, except in cases in which the chapel is located on Government-owned land and the disposal agency determines that it may properly be used in place, in which cases a suitable area of land may be set aside for such purpose and sold with the chapel. Applications for chapels shall be submitted to the Chief of Chaplains of the service which had jurisdiction over the property during the period of Government use and shall be disposed of in accordance with his recommendation. If no recommendation is received from such Chief of Chaplains within 30 days of the date of receipt of the application by him, the disposal agency may select the purchaser on the basis of the needs of the applicants and the best

interests of the community to be served. If no application is received for transfer of the property for shrine, memorial or religious uses, the Chief of Chaplains shall be notified accordingly, and disposal of the property shall be held in abeyance for a period not to exceed 60 days thereafter to afford additional time for the filing of applications. If no such application is received during the extended period, the property may be disposed of for uses other than shrine, memorial or religious purposes pursuant to other applicable provisions of this Circular.

(3) Consideration. The sale price of the chapel will be a price equal to its fair value in the light of the conditions imposed relating to its future use and the estimated cost of removal where required; the sale price of the land will be a price equal to the fair value of the land.

(4) Conditions of Transfer. All chapels disposed of pursuant to the authority of this paragraph shall be transferred subject to the condition that during the useful life thereof they be maintained and used as shrines or memorials, or for religious purposes and not for any commercial, industrial or other secular use.

u. Donation, Abandonment or Destruction. Surplus real property which has no commercial value or of which the estimated cost of continued care and handling would exceed the estimated proceeds from its sale may be abandoned, destroyed or donated to public bodies pursuant to the provisions of Temporary Regulation No. 5, effective August 28, 1949.

v. Reserved Materials.

(1) In all disposals of lands hereafter made under the authority and provisions of this Circular except conveyances where all minerals, including reserved materials, are reserved to the United States; and any disposition of land which is not in excess of one acre and which is devoted primarily to a residential use, and

(2) in all leases, permits or other authorization of whatever kind hereafter granted to remove minerals from such lands and all leases, permits or other authorizations which otherwise would preclude the United States from exercising its right to enter upon the lands and prospect for, mine, and remove minerals; there shall be included the following reservation;

All uranium, thorium, and all other materials determined pursuant to section 5(b)(1) of the Atomic Energy Act of 1946 (60 Stat. 761) to be peculiarly essential to the production of fissionable material, contained in whatever concentration, in deposits in the lands covered by this

instrument are hereby reserved for the use of the United States, together with the right of the United States through its authorized agents or representatives at any time to enter upon the land and prospect for, mine, and remove the same, making just compensation for any damage or injury occasioned thereby. However, such land may be used, and any rights otherwise acquired by this disposition may be exercised, as if no reservation of such materials had been made; except that, when such use results in the extraction of any such material from the land in quantities which may not be transferred or delivered without a license under the Atomic Energy Act of 1946, as it now exists or may hereafter be amended, such material shall be the property of the United States Atomic Energy Commission, and the Commission may require delivery of such material to it by any possessor thereof after such material has been separated as such from the ores in which it was contained. If the Commission requires the delivery of such material to it, it shall pay to the person mining or extracting the same, or to such other person as the Commission determines to be entitled thereto, such sums, including profits, as the Commission deems fair and reasonable for the discovery, mining, development, production, extraction, and other services performed with respect to such material prior to such delivery, but such payment shall not include any amount on account of the value of such material before removal from its place of deposit in nature. If the Commission does not require delivery of such material to it, the reservation hereby made shall be of no further force or effect.

w. Submission to Attorney General and Approval by Regulatory Agencies.

- (1) Attorney General. In any case in which real property available for disposal hereunder cost \$1,000,000 or more, a complete statement of any proposed disposal to private interests which has been tentatively decided upon, including all information compiled or obtained by the disposal agency, shall be made available by the disposal agency to the Attorney General as required by section 207 of the Act.
- (2) Regulatory Agencies. All disposals of surplus transportation property shall be subject to the approval of any regulatory agency, Federal or State, having jurisdiction, by reason of the type of property involved, affecting such disposal.

x. Disposal Under Authority Other Than the Federal Property and Administrative Services Act of 1949 and sections 13(d), 13(g), and 13(h) of the Surplus Property Act of 1944, as Amended.
Pursuant to section 502(c) of the Federal Property and Administrative Services Act of 1949, disposals of surplus real property

shall not be made under other laws, except as authorized by Section 502(d) of the Federal Property and Administrative Services Act of 1949, but shall be made only in strict accordance with the provisions of this Circular unless the Administrator, upon written application by the disposal agency shall consent in writing to a disposal under such other laws.

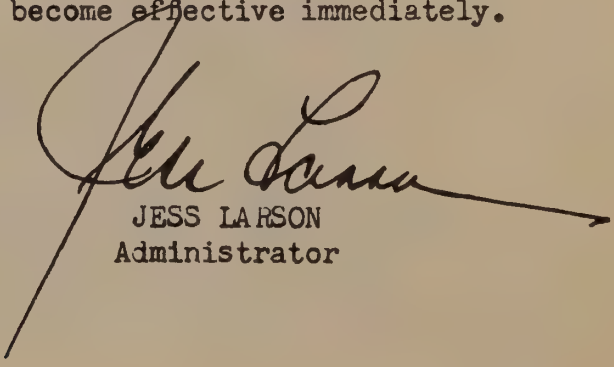
- y. Administration of Credit Disposals, Leases and Permits. Where credit is extended in connection with any disposition of surplus real property under this Circular or where such disposition is by lease or permit, the Administration shall enforce, adjust, and settle any right of the Government with respect thereto in such manner and upon such terms as the Administration deems to be in the best interest of the Government.
- z. Disposal Agency Compliance Functions. Subject to the provisions of paragraph (1) below, requiring referral of criminal matters to the Department of Justice, each disposal agency shall perform such investigatory functions as are necessary to insure compliance with the provisions of the Act and with the regulations, orders, directives, and policy statements of the Administrator.

(1) Extent of Investigations.

- (a) Referral to Other Government Agencies. All information indicating violations by any person of Federal criminal statutes, or violations of section 209 of the Act, including but not limited to fraud against the Government, mail fraud, bribery, attempted bribery, or criminal collusion, shall be referred immediately to the Department of Justice for further investigation and disposition. Each disposal agency shall make available to the Department of Justice, or to such other governmental investigating agency to which the matter may be referred by the Department of Justice, all pertinent information and evidence concerning the indicated violations; shall desist from further investigation of the criminal aspects of such matters except upon the request of the Department of Justice; and shall cooperate fully with the agency assuming final jurisdiction in establishing proof of criminal violations. After making the necessary referral to the Department of Justice, inquiries conducted by disposal agency compliance organizations shall be limited to obtaining information for administrative purposes. Where irregularities reported or discovered involve wrongdoing on the part of individuals holding positions in Government agencies other than the agency initiating the investigation, the case shall be reported immediately to the Administrator for an examination in the premises.

(b) Compliance Reports. A written report shall be made of all compliance investigations conducted by each agency compliance organization. Each disposal agency shall maintain centralized files of all such reports at its respective departmental offices. Until otherwise directed by the Administrator, there shall be transmitted promptly to the Administrator one copy of any such report which contains information indicating criminality on the part of any person or indicating non-compliance with the Act or with the regulations, orders, directives, and policy statements of the Administrator. In transmitting such reports to the Administrator the agency shall set forth the action taken or contemplated by the agency to correct the improper conditions established by the investigation. Where any matter is referred to the Department of Justice, a copy of the letter of referral shall be transmitted to the Administrator.

9. Records and Reports. Disposal agencies shall prepare and maintain such records as will show full compliance with the provisions of this Circular and with the applicable provisions of the Act as to each disposal transaction hereunder. Such records shall be available for public inspection at all reasonable times. Reports shall be prepared and filed with the Administrator in such manner as may be specified by instructions issued pursuant to this Circular, subject to the approval of the Bureau of the Budget pursuant to the Federal Reports Act of 1942.
10. Regulations by Agencies to be Reported to the Administration. Each holding agency and disposal agency shall file with the Administration twenty-five (25) copies of all regulations, orders and instructions of general applicability which it may issue in furtherance of the provisions, or any of them, of this Circular.
11. Exceptions. Exceptions to any portions of the procedure set forth in this Circular may be made by direction of the Administrator.
12. Superseded Regulations. War Assets Administration Regulation No. 5, 13 FR 4736, as amended, (44 CFR Part 403) and General Services Administration Temporary Regulation No. 7, 14 FR 5727, are superseded. (See GSA Regulation on Real Property Utilization and Disposal.)
13. Effective Date. This Circular shall become effective immediately.


JESS LARSON
Administrator

APPENDIX "A"

Instructions for the Preparation of GSA Form No. 30 and attachments GSA Forms Nos. 30a, b, & c

REPORT OF EXCESS REAL PROPERTY

General Instructions

GSA Form No. 30 shall be used by holding agencies to report to the General Services Administration excess real property and related personal property therein as defined by applicable GSA regulations. Each report shall cover excess property at a single location only. The original and first two copies, with supporting schedules, shall be filed with the appropriate field office of the GSA (Appendix "B"). GSA Forms Nos. 30, and 30 a, b, & c, are prescribed by the General Services Administration for the period through December 31, 1950. On or before that date Standard forms for this purpose will be promulgated.

This form, conspicuously stamped "withdrawal" or "correction", shall likewise be used to withdraw or correct reports of excess previously filed with GSA. The withdrawal or correction shall clearly reflect the adjustments in each appropriate section of the report and shall reflect the same identifying number as the original report.

All figures of this report shall be shown in terms of whole numbers, without the use of fractions, decimals, etc., except for items (b) and (f) of Block 14.

Specific Instructions

BLOCK 1 - Enter the date on which the report is forwarded by the holding agency to the General Services Administration.

BLOCK 2 - Enter the number assigned by the holding agency to identify the report.

BLOCKS 3 AND 4 - DO NOT FILL IN.

BLOCK 5 - Enter the address of the appropriate office of the General Services Administration to which the excess property is being reported.

BLOCK 6 - Enter the name and address of the office transmitting the report. Show department and bureau, or other subdivision involved.

BLOCK 7 - Enter the name and address of the holding agency's representative to be contacted for further information about the reported property.

BLOCK 8 - Enter the name and address of the custodian of the reported property.

BLOCK 9 - Enter the official title or name used by the holding agency to identify the reported property. Enter the street address, city, county, and state for urban property, or the RFD address, county and state for rural

property. Attach a map showing the property location and surrounding area.

BLOCK 10 - Item (a) - Office

Number of buildings column - enter the total number of excess buildings which contain office space.

Floor area column - enter the gross floor area (in terms of square feet) of all the office space in all of the buildings.

Number of floors column - enter the total number of floors in the buildings which contain office space, in whole or in part.

Floor load capacity column - enter the range of the load capacity (in terms of pounds per square feet) of the floors containing office space. For example, "30 to 40" where the lowest capacity is 30 and the highest 40.

Clear head room column - enter the range of the clear head room of the office space.

Item (b) - Storage - Enter the information for storage space in the appropriate columns, in accordance with the instructions set forth under 10(a) above.

Item (c) - Other - Enter the information for other space uses (such as manufacturing, etc.) in the appropriate columns, in accordance with the instructions set forth under 10(a) above. Enter "floor load capacity" only if available, Specify "other" uses in the block 10e provided for this purpose.

Item (d) - Total - Enter the total number of buildings, total floor area, and total number of floors in the reported property. The figure for the total number of buildings and total number of floors shall represent an unduplicated count, and shall not be the total of the figures entered on lines a, b, and c, which may contain duplications, if one building or one floor is used for more than one purpose. The figures on this line shall equal the count of buildings reported on Schedule "A" and the totals of Columns (e) and (f) on the same schedule.

BLOCK 11 - Enter the number of acres or square feet of land owned or controlled by the Government as follows, indicating the unit of measure used:

- (a) Fee
- (b) Leased
- (c) Other
- (d) Total - this figure shall equal the total of Column (e) on Schedule "B".

BLOCK 12 - Indicate the number of buildings and total floor area where the Government's interest in the property is as:

- (a) Owner
- (b) Tenant

Note: The total of the two columns shall agree with the Total (Item 10(d)) for the same two columns.

BLOCK 13 - Enter the detailed data for each category of property on appropriate schedules as follows:

Schedule A - Buildings, Structures, Utilities and
Miscellaneous Facilities

Schedule B - Land

Schedule C - Related Personal Property

Cost Column - Enter the total cost of the different types of property on lines (a) to (c) as follows:

The cost shall include the original cost plus the costs of installation, improvements, betterments, etc.

Item (a) - Buildings, Structures, Utilities and Miscellaneous Facilities. This figure shall equal the total reflected in Block 3 of Schedule "A".

Item (b) - Land. This figure shall equal the total of Column (f) of Schedule "B".

Item (c) - Related Personal Property. This figure shall equal the total of Column (h) on Schedule "C".

BLOCK 14 - Where the Government's interest is that of a lessee, enter the following data:

- (a) Total amount of rent paid annually. This figure shall equal the total of Block 4 on Schedule "A" and Column (g) on Schedule "B".

- (b) Annual rent per square foot or acre, whichever is most applicable. Indicate the unit of measure used.
- (c) Date lease expires.
- (d) Notice required for renewal.
- (e) Terminate date of renewal rights.
- (f) Annual renewal rent per square foot or acre, whichever is most applicable. Indicate the unit of measure used.
- (g) Number of days within which the Government and lessor are privileged to exercise cancellation rights.

Note: If different rents apply to different buildings, parts of buildings, etc., compute average rent per square foot or acre for items (b) and (f).

- BLOCK 15 - Enter the estimated direct annual cost to the holding agency of protecting and maintaining the property reported herein while it is excess.
- BLOCK 16 - If the net proceeds in the sale or transfer of the property are reimbursable, give the symbol and title of appropriation to be credited, or the name and address of the Government corporation to receive the proceeds.
- BLOCK 17 - Enter a brief description of the construction of the building, as for example, brick, frame, metal, and combinations thereof. Do not complete this section if more than one building is involved. Instead, this information will be shown in Column (c), Schedule "A". Indicate where complete plans and official specifications may be examined.
- BLOCK 18 - Specify use made by the holding agency of the property reported. For example, if the property is used for storage, specify the type of property stored; if used for manufacture, specify the product, etc.
- BLOCK 19 - Specify any possible uses of the property other than shown in Blocks 10 and 18, where applicable. For example, if suitable for storage, give the range of the types of commodities which could be stored; or if used for manufacture, what other products could be made in addition to that reported in Block 18.
- BLOCK 20 - Specify the names and addresses of the Federal agencies known to be interested in the property reported as excess. If the holding agency is cognizant of the interest of other Federal agencies, attach a list showing the names and addresses of such interested agencies.

BLOCK 21 - Insert a concise but adequate general description of the property, and state the general types of properties in the vicinity, such as "farm land", "residential", "industrial", etc. Give a brief history of the use of the property, including the purpose for which it was acquired by the Government. Also, state any special circumstances affecting the property not elsewhere covered.

BLOCK 22 - Self-explanatory.

SCHEDULE "A"

BUILDINGS, STRUCTURES, UTILITIES AND MISCELLANEOUS FACILITIES

General Instructions

Schedule "A" shall be used by holding agencies to report to the General Services Administration the details concerning each of the buildings, miscellaneous structures, utilities and miscellaneous facilities reported as excess on GSA Form No. 30. This schedule shall be submitted in the original and first two copies as attachments to GSA Form No. 30, to be filed with the appropriate field office of the GSA.

This schedule, conspicuously stamped "withdrawal" or "correction", shall likewise be used to support withdrawals or corrections on GSA Form No. 30.

All figures on this schedule shall be shown in terms of whole numbers, without the use of fractions, decimals, etc.

Buildings and miscellaneous structures shall be the first items listed on the schedule. Required data for utilities and miscellaneous facilities, which lend themselves to separate reporting and delineation, shall be shown in the concluding sections of the schedule.

Specific Instructions

BLOCK 1 - Enter the number assigned by the holding agency to identify the report. This number should be identical with the number reported in Block 2 of GSA Form No. 30.

BLOCK 2 - DO NOT FILL IN.

BLOCK 3 - Where the Government is the owner, enter the estimated total cost to the Government of the buildings, structure, utilities and miscellaneous facilities, including the cost of improvements and betterments. The total of this column shall be equal to the figure reported on Item (a), Block 13, on GSA Form No. 30.

BLOCK 4 - Where the Government is a tenant, enter the actual rental cost to the Government of the buildings, structures, utilities and miscellaneous facilities. If the annual rental includes service, enter an "S" after the amount.

COLUMN (a) - Self-explanatory.

COLUMN (b) - Enter the building number assigned in the official general layout plan, identifying the specific building or structure. Attach, where applicable, copy of the official general layout plan of the installation, and a copy of the building layout plan for office or storage space.

COLUMN (c) - Describe the building or structure, indicating:

- (1) Type, such as barracks, warehouse, shop, administration, etc.
- (2) Type of construction, such as brick, steel, frame, concrete, or combinations thereof.
- (3) Date of construction.
- (4) Enter a general description of the utilities and miscellaneous facilities connected with the excess real property, including railroad trackage, docks, wash racks, gasoline storage facilities, etc. Attach map showing the location of utilities for posts, camps, stations and airports.

COLUMN (d) - Enter the over-all outside dimensions of rectangular building or structure described in Column (c), ~~excluding~~ buildings of irregular shape. Enter "IR" for irregular shaped buildings.

COLUMN (e) - Enter gross floor area of the building or structure. The total of this column shall equal the figure reported in the Column "Floor Area", Item (d), Block 10, GSA Form No. 30.

COLUMN (f) - Indicate number of floors (excess) in the building or structure, excluding the basement. If the building has a basement, indicate by entering the letter "B". The total of this column shall equal the figure reported in the column "No. of Floors", Item (d), Block 10 of GSA Form No. 30.

(Note: For columns (e) and (f) prefix figures with symbols to denote type of space as follows: (a) for office; (b) for storage; and (c) for other. The total of each such category shall equal the total on lines (a), (b), and (c) of Columns (3) and (4) in Block 10 of GSA Form No. 30.

COLUMN (g) - Enter the range of clear head room in the building or structure. For example, "10 to 15 feet".

COLUMN (h) - Enter the range of the floor load capacity of the building or structure, by type of building or structure, if available and if significant.

COLUMN (i) - Describe any known or desired restrictions on the use or transfer of the Government's interests, including legal and zoning restrictions, contamination, national security clause, etc., in the items reported on the schedule.

SCHEDULE "B"

LAND

General Instructions

Schedule "B" shall be used by holding agencies to report to the General Services Administration the details concerning land reported as excess on GSA Form No. 30. This schedule shall be submitted in the original and first two copies as attachments to GSA Form No. 30, to be filed with the appropriate field office of the GSA.

This schedule, conspicuously stamped "withdrawal" or "correction", shall likewise be used to support withdrawals or corrections on GSA Form No. 30.

Specific Instructions

BLOCK 1 - Enter the number assigned by the holding agency to identify the report. This number should be identical with the number reported in Block 2 of GSA Form No. 30.

BLOCK 2 - DO NOT FILL IN.

BLOCK 3 - Check the appropriate boxes to indicate the Government's interest in the land detail reported on each sheet.

COLUMN (a) - Self-explanatory.

COLUMN (b) - For Government-owned land, enter the tract number of the land under which the tract was acquired. Attach a copy of the original land acquisition map, identifying the individual tracts reported excess.

COLUMN (c) - Self-explanatory.

COLUMN (d) - Enter the total amount of land in square feet or acres in which the Government has an interest, either as owner or tenant, with respect to the tract being reported.

COLUMN (e) - Enter the total number of acres or square feet of land being reported herein as excess. The total of this column shall equal the figure reported on Item (d), Block 11 in GSA Form No. 30.

COLUMN (f) - Where the land is Government-owned, enter the cost of the excess land to the Government. The total of this column shall equal the figure reported on Item (b), Block 13, on GSA Form No. 30, (rounded to the nearest dollar).

- COLUMN (g) - Where the Government is a tenant, enter the annual rental cost to the Government of the excess land, where the lease covers land only.
- COLUMN (h) - Describe the method whereby the land was acquired, such as condemnation, purchase, lease, etc.
- COLUMN (i) - Enter the name and address of the custodian of the title papers for Government-owned property.
- COLUMN (j) - Describe any reservations or exceptions running with the land or imposed by the holding agency, such as outstanding mineral rights, easements, roads, right-of-ways, railroads, contamination, etc. Attach an attorney's statement or report on the Government's legal title, if available. If such a certificate or report is not available at the time that the report is filed, it shall be furnished by the holding agency as soon as it becomes available.

SCHEDULE "C"

RELATED PERSONAL PROPERTY

General Instructions

Schedule "C" shall be used by the holding agencies to report to the General Services Administration the details concerning the excess personal property which is related to the excess real property (Government-owned and leased) reported on GSA Form No. 30. This schedule shall be submitted in the original and first two copies as attachments to GSA Form No. 30, to be filed with the appropriate field office of the General Services Administration.

This schedule, conspicuously stamped "withdrawal" or "correction", shall likewise be used to support withdrawals or corrections on GSA Form No. 30.

All figures shown on this report shall be in terms of whole numbers, except column (g), "unit cost".

Specific Instructions

BLOCK 1 - Enter the code number of the single major group (2 digits) of the Standard Commodity Classification in which the items listed on the report are classified. Use separate sheets for each 2 digit commodity classification.

BLOCK 2 - Enter the number assigned by the holding agency to identify the report. This number should be identical with the number reported in Block 2 of GSA Form No. 30.

BLOCK 3 - DO NOT FILL IN.

COLUMN (a) - Enter the consecutive numbers, starting with "1" on each page, for each item listed, leaving a blank lined space across columns between successive property items.

COLUMN (b) - The holding agency shall describe the property in sufficient detail to furnish an adequate basis for utilization and disposal, including manufacturer's part number, standard catalog reference numbers, etc.

COLUMN (c) - Wherever practicable, enter the detailed classification numbers, for each item according to the Standard Commodity Classification.

COLUMN (d) - Indicate condition of property by the following combination letter - number code:

Means

N - New

E - Used

O - Used, usable without repairs.

Means

1. Excellent

2. Good

3. Fair

4. Poor

- R - Used, repairs required.
- X - Items of no further value for use as originally intended, but of possible value other than as scrap.

In stating the condition of consumer goods (excluding food) use only the letter code. For capital and producer goods, a letter - number combination must be used, except in the case of Code "X". For example, N-4 means new but in poor condition.

Where the condition code does not provide an accurate description of the property condition, leave this column blank and in appropriate language describe the condition of the property in Column (b) "Description". If any legal restrictions exist (including patent restrictions) as to the power of holding agencies to transfer or dispose of property reported as excess, report shall include a statement truly indicating such restrictions.

- COLUMN (e) - Indicate unit of measure for the container package or other applicable customary sales unit, such as pounds, tons, dozens, gross, thousands, etc. Distinguish between long, short and metric ton.
- COLUMN (f) - Specify the quantities of each item reported excess in terms of the "unit" used in Column (e).
- COLUMN (g) - Insert the recorded procurement cost per unit or, in its absence, the estimated original cost per unit (in dollars and cents), including the transportation or installation costs, if available.
- COLUMN (h) - Compute total costs, that is "number of units" multiplied by "unit costs" equals "total cost". The total cost of all items reported in Schedule "C" shall equal the figure reported on Item (c), Block 13, on GSA Form No. 30.
- COLUMN (i) - DO NOT FILL IN.

GSA FORM NO. 30 3-1-50 This form expires December 31, 1950					GENERAL SERVICES ADMINISTRATION REPORT OF EXCESS REAL PROPERTY		1. DATE REPORTED 2. HOLDING AGENCY NUMBER	
					3. DATE RECEIVED 4. GSA CONTROL NUMBER			
TO: GENERAL SERVICES ADMINISTRATION					ADDRESS			
6. FROM: (Name of Holding Agency)					ADDRESS			
7. NAME OF REPRESENTATIVE TO BE CONTACTED					ADDRESS			
8. NAME OF CUSTODIAN					ADDRESS			
9. PROPERTY IDENTIFICATION					PROPERTY ADDRESS AND FULL LOCATION			
10. SPACE USE (1)		NUMBER OF BUILDINGS (2)	FLOOR AREA (SQ. FT.) (3)	NUMBER OF FLOORS (4)	FLOOR LOAD CAPACITY (5)	CLEAR HEAD ROOM (6)	11. LAND (1)	ACRES OR SQUARE FEET (2)
a. OFFICE							a. FEE	
b. STORAGE							b. LEASED	
c. OTHER (See 10e)							c. OTHER	
d. TOTAL							d. TOTAL	
12. GOV'T. INTEREST			10e. SPECIFY "OTHER" USE ENTERED IN 10c					
a. OWNER								
b. TENANT								
13. COST TO THE GOVERNMENT		SCHEDULE	COST		14. LEASEHOLD DATA			
a. BUILDINGS, STRUCTURES, UTILITIES AND MISCELLANEOUS FACILITIES		A	\$		a. TOTAL ANNUAL RENTAL \$			
b. LAND		B			b. ANNUAL RENT PER SQ. FT. OR ACRE \$			
c. RELATED PERSONAL PROPERTY		C			c. DATE LEASE EXPIRES			
d. TOTAL			\$		d. NOTICE REQUIRED FOR RENEWAL			
15. ANNUAL PROTECTION AND MAINTENANCE COST TO GOVERNMENT (GOVERNMENT-OWNED OR LEASED) \$					e. TERMINAL DATE OF RENEWAL RIGHTS			
					f. ANNUAL RENEWAL RENT PER SQ. FT. OR ACRE \$			
					g. TERMINATION RIGHTS (IN DAYS)			
					LESSOR		GOVERNMENT	
16. DISPOSITION OF PROCEEDS			17. TYPE OF CONSTRUCTION					
18. HOLDING AGENCY USE					19. RANGE OF POSSIBLE USES			
20. NAMES OF INTERESTED FEDERAL AGENCIES KNOWN TO HOLDING AGENCIES								
21. REMARKS:								
22. REPORT AUTHORIZED BY HOLDING AGENCY								
Name					Signature			
Title					Date			

GENERAL SERVICES ADMINISTRATION

BUILDINGS, STRUCTURES, UTILITIES, AND
MISCELLANEOUS FACILITIES

SCHEDULE A - SUPPLEMENT TO REPORT OF EXCESS REAL PROPERTY

LINE NO.	HOLDING AGENCY BUILDING NUMBER (b)	DESCRIPTION (c)	OUTSIDE DIMENSIONS (d)	FLOOR AREA* (SQ. FT.) (e)	NUMBER OF FLOORS* (f)	CLEAR HEAD ROOM (g)	FLOOR LOAD RANGE (h)	RESTRICTIONS ON USE OR TRANSFER OF GOVERNMENT INTEREST (i)
(a)								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
		TOTAL						

*Prefix figures with symbols to denote type of space, as follows: (a) FOR OFFICE; (b) FOR STORAGE; (c) FOR OTHER

GENERAL SERVICES ADMINISTRATION

LAND

SCHEDULE B - SUPPLEMENT TO REPORT OF EXCESS REAL PROPERTY

LINE NO.	TRACT NUMBER (b)	NAME OF FORMER OWNER OR LESSOR AND ADDRESS (c)	TRACT ACQUIRED (ACRES OR SQ. FT.) (d)	EXCESS REAL PROPERTY			TYPE OF ACQUISITION (h)	LOCATION OF TITLE PAPERS (i)	RESTRICTIONS ON USE OR TRANSFER OF GOVERNMENT INTEREST (j)	
				ACRES OR SQUARE FEET (e)	COST (f)	ANNUAL RENTAL (g)				
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
32										
		TOTAL								

1. HOLDING AGENCY NUMBER

2. GSA NUMBER

4. PAGE OF THIS SCHEDULE

3. GOVERNMENT'S INTEREST

LEASE ☐LICENSE ☐PERMIT ☐EASEMENT ☐FEE ☐INFORMAL AGREEMENT ☐

RESTRICTIONS ON USE OR TRANSFER OF GOVERNMENT INTEREST (j)

4. PAGE OF PAGES
OF THIS SCHEDULE

43

APPENDIX "B"

GENERAL SERVICES ADMINISTRATION DIVISION OFFICES OF PUBLIC BUILDINGS SERVICE

<u>States Supervised</u>	<u>Name of Division Engineer</u>	<u>Address of Division Engineer</u>
New York New Jersey	John J. McNeely	Rm. 731 U.S. Custom House, New York 4, New York Whitehall 4-4300
Del., Md., Ohio, Penna., Va., and W. Va.	William A. Miller	Rm. 902, U.S. Custom House and Appraisers Stores, Philadelphia 6, Pa. Market 7-6000
Ala., Fla., Ga., Miss., N.C., Tenn., and S.C.	Lloyd Gensel	Rm. 303, Federal Annex Atlanta 3, Georgia Walnut 4121
Ill., Ind., Ky., Mich., and Wisc.	Earl H. Lund	Rm. 1124, Post Office Bldg., Chicago 7, Illinois Andover 3-3600
Iowa, Kan., Mo., Minn., Nebr., N.D., S.D.	Karl L. Hullsick	Rm. 2100 Fidelity Building Kansas City 6, Missouri Harrison 6464
Ark., La., Okla., Texas	Irving D. Porter	Room 550 Post Office Building Dallas, Texas Riverside 6951
Ariz., Nev., Hawaii, Calif.	Harold K. Cottrill	Room 838 Appraisers Building San Francisco 11, Calif. Yukon 6-3111
Alaska, Idaho Mont., Ore., Wash.	Louis W. Friberg	Rm. 123, U.S. Court House, Seattle 4, Washington Seneca 3100
Colo., Utah, Wyom., N. Mex.	Stanley G. Greene	Rm. 476 New Custom House Denver 2, Colorado Keystone 4151
Conn., Maine, Mass., N.H., R.I., Vermont	Clayton R. Haden	Rm. 620, Post Office and Courthouse Boston 9, Massachusetts Liberty 2-5600

Instructions for the Preparation of GSA Form No. 31

REQUEST FOR SPACE ACTION OR LEASE CLEARANCE

General Instructions

GSA Form No. 31 shall be submitted by executive agencies to the General Services Administration for either of the following:

1. To make their needs for real property known to the General Services Administration, or
2. To secure lease clearance from the General Services Administration.

The original and first two copies shall be filed with the appropriate field office of GSA listed in Appendix B of Public Buildings Service Circular No. , having jurisdiction over the area in which the requested space is located. If space acquisition authority is centralized in the Washington Office of the requesting agency, the report shall be filed with the General Services Administration, Washington, D. C.

GSA Form No. 31 is prescribed by the General Services Administration for the period through December 31, 1950, and replaces Standard Form No. 81 promulgated August 1, 1947. On or before December 31, 1950 Standard Form No. 81 will be revised.

Authorization for preliminary leasing (item 29b) granted on "Request for Space Action" is not to be construed as the granting of a lease clearance.

All leases under consideration, after preliminary leasing authority has been granted by GSA, must be submitted to GSA for final clearance by the use of this form as a lease clearance request.

Specific Instructions

BLOCK 1 - Check (X) this box if submission is a request for action on space requirements.

BLOCK 2 - Check (X) this box if submission is for lease clearance.

BLOCK 3 - Enter the date on which the request form is prepared.

BLOCK 4 - Enter the requesting agency's identifying number.

BLOCK 5 - DO NOT FILL IN.

BLOCK 6 - Enter the city or other identifying information, and state wherein the requested real property is required or located.

BLOCK 7 - Enter the name of the requesting department or agency.

BLOCK 8 - Enter the name of the requesting bureau or other organizational equivalent.

BLOCK 9 - Enter the name of the branch, division, or other organizational unit that will use the requested space.

BLOCK 10 - Enter the address of the requesting office.

BLOCK 11 - If the agency field office has authority to acquire space, enter the address of the office of the General Services Administration controlling the area in which the requested space is located. If space acquisition authority is centralized in the Washington office of the requesting agency enter the Washington office address of General Services Administration.

Space Action Data Only (Blocks 12 through 15)

BLOCK 12 - Check (X) the type of space action requested.

BLOCK 13 - Check (X) "yes" if funds are available at this time; check (X) "no" if funds are not available.

BLOCK 14 - a. Enter estimated number of personnel that will occupy space on a seasonal or peak basis.

b. Enter estimated number of personnel that will occupy space on a permanent basis.

BLOCK 15 - Check either a or b whether space is desired on a permanent or temporary basis; enter in c the date upon which occupancy should begin. If space is for a temporary period, indicate also the termination date.

Lease Clearance Data Only (Blocks 16 through 25)

This part is to be used in a request for lease clearance after the General Services Administration has authorized preliminary leasing when suitable excess or other space is not available. When lease clearance is requested GSA Form No. 31 must be accompanied by a Postmaster's statement as to nonavailability of space. A copy of lease clearance action signed by an authorized GSA official is required before acquisition of the space.

BLOCK 16 - Check type of lease clearance requested.

BLOCK 17 - Enter building name and address of space to be leased. If space is for only a portion of a building, identify the room numbers involved.

BLOCK 18 - Enter lessor's name.

- BLOCK 19 - Enter the beginning and ending dates of the lease period.
- BLOCK 20 - Enter the number of days' notice required to renew lease.
- BLOCK 21 - Enter the terminal date of Government renewal rights.
- BLOCK 22 - Enter the annual rental to the nearest dollar.
- BLOCK 23 - Enter the average annual rental cost per square foot.
- BLOCK 24 - In a and b indicate the number of days' notice required to cancel all or any part of the space by the Government and the lessor.
- BLOCK 25 - The submitting agency shall enter the requesting agency number and the GSA control number which had been assigned to the original "Request for Space Action" and for which GSA had given preliminary leasing authority.

Space Action and Lease Clearance Data (Blocks 26 and 27)

- BLOCK 26 - Enter the details concerning the space, showing the breakdown by type and purpose. Enter floor load in lbs. per square foot; ceiling height in ft. and inches, and number of rooms only if they are pertinent factors in acceptability of space.
- BLOCK 27 - Enter facilities and special requirements including such items as trackage, dockage, particular location, heat, light, water, char service, etc.
- BLOCK 28 - Requesting Agency Signature
Section (c) is for the entry of the name, title, and signature of the authorized official of the requesting agency. Check (a) if the submission is for space action; check (b) if the submission is for lease clearance. The certification clause is applicable only on a lease clearance request.
- BLOCK 29 - General Services Administration Signature

Note: To be filled in only by the General Services Administration.

This section is for the entry under d of the name, title, and signature of the authorized official of the General Services Administration who shall check the appropriate box indicating;

- a. Space referred for review (see attached) check this box if Federally controlled space or other excess space is available for transfer. A copy of a "Report of Excess Real Property" or a statement of available Federally-controlled space will be attached.

- b. Preliminary leasing action authorized (when suitable space is not available to meet the requirements of the Space Action Request); or
- c. Authorization for acquisition of space (as a result of a Lease Clearance Request).

GSA FORM NO. 31
3-1-50
This form expires
December 31, 1950

GENERAL SERVICES ADMINISTRATION

REQUEST FOR SPACE ACTION
OR LEASE CLEARANCE

INSTRUCTIONS: If requesting space action, fill in blocks 1, 3, 4, 6 to 15, 26, 27, 28a and c. If requesting lease clearance, fill in blocks 2, 3, 4, 6 to 11, 16 to 27, 28b and c.

In all correspondence relating to a space action request or a request for lease clearance, indicate agency request number and GSA control number assigned to original action.

11. TO: GENERAL SERVICES ADMINISTRATION
ADDRESS:

1. SPACE ACTION REQUEST ☐	2. LEASE CLEARANCE REQUEST ☐
3. DATE	4. AGENCY REQUEST NO. 5. GSA CONTROL NO.
6. SPACE LOCATION (CITY AND STATE)	

7. REQUESTING DEPARTMENT OR AGENCY

8. BUREAU OR EQUIVALENT

9. BRANCH, DIVISION, ETC.

10. ADDRESS

SPACE ACTION DATA ONLY	12. ACTION REQUESTED (Check one)	a. ACQUISITION BY TRANSFER ☐	b. USE BY RENTAL ☐	14. NUMBER TO OCCUPY SPACE	a. INTERMITTENTLY -	
			c. RENTAL FREE ☐		b. CONTINUOUSLY -	
	13. ARE FUNDS AVAILABLE FOR TRANSFER OR RENTAL?	YES ☐	NO ☐	15. OCCUPANCY (Check one)	a. PERMANENT ☐	c. FROM: _____ TO: _____

LEASE CLEARANCE DATA ONLY	16. (Check one)	17. ROOM NUMBERS, BUILDING NAME, ADDRESS, CITY, STATE (If an entire building, omit room numbers)				
	NEW LEASE ☐	18. LESSOR'S NAME				
	LEASE RENEWAL ☐	19. PERIOD OF LEASE	20. NO. OF DAYS NOTICE TO RENEW	21. RENEWAL RIGHTS IN GOV'T. UNTIL	22. ANNUAL RENTAL	23. ANNUAL AVGE. SQ. FT. RENTAL
	SUPPLEMENTARY AGREEMENT ☐	24. NOTICE REQUIRED FOR CANCELLATION OF LEASE				
		a. ALL SPACES	GOVERNMENT	LESSOR	b. ANY PART	GOVERNMENT

SPACE ACTION AND LEASE CLEARANCE DATA	26. SPACE DETAILS	SQUARE FEET	FLOOR LOAD	CEILING HEIGHT	NUMBER OF ROOMS	27. FACILITIES
	TOTAL					
	OFFICE					
	STORAGE					
	OTHER					

28. REQUESTING AGENCY	29. GENERAL SERVICES ADMINISTRATION
a. THIS REQUEST IS FOR SPACE ACTION ☐	a. SPACE REFERRED FOR REVIEW (See attached statement or report) ☐
b. THIS REQUEST IS FOR LEASE CLEARANCE ☐	b. PRELIMINARY LEASING ACTION AUTHORIZED ☐
I certify that the property specified above is necessary for the proper functioning of the agency named; the proposed rental is considered just and reasonable, and no suitable space can be obtained at a lower rental or under more advantageous terms for the government.	
c. AGENCY'S AUTHORIZED OFFICIAL	c. NO SUITABLE SPACE AVAILABLE; LEASING OF SPACE SHOWN ABOVE IS AUTHORIZED* ☐

d. AGENCY'S AUTHORIZED OFFICIAL	d. GSA AUTHORIZED OFFICIAL
Name _____	Name _____
Title _____	Title _____
Signature _____	Signature _____
Date _____	Date _____

IMPORTANT

*When authorized by General Services Administration, the signed copy of this lease clearance attached to the original of the leasing instrument will be sent to the General Accounting Office.

In this memorandum comments and interpretations will indicate the specific references to the appropriate section of Public Buildings Service Circular No. 1. Also, the reference to "Department" means the Department of Agriculture unless otherwise specified.

Definitions. (3)

Real Property (3.b.(3)) The general interpretation includes as real property, leaseholds, easements, fee ownership, rights-of-way, life tenancies, etc. Fixtures, appurtenances, structures, and improvements mean anything attached to land, on land, or in land, or attached to a building on land. Virtually all items attached to land which are not consumers goods, crops and standing timber are intended to be classified as real property. For example, telephone lines, pipe lines, windmills, fences, and similar items when attached to land are to be considered real property. If at the time of reporting as excess, such items are severed from the land, they should be reported as personal property, but if they are reported in place they must be reported as real property. Since real and personal property will be processed by separate branches of General Services Administration and on different forms it is essential the proper classification be made at the time the report of excess is filed.

Excess (3.b.(5)) Property no longer needed by the agency is excess only if it cannot be used advantageously. In order to salvage materials or component parts it is not necessary to declare property excess, but such action should be taken only to meet foreseeable needs. Agencies should not retain for salvage structures or improvements because of needs which it is thought will arise in the indefinite future; nor should improvements be only partially salvaged and left to deteriorate or become eyesores.

In determining excess under this interpretation, agencies should always evaluate program needs against possible return to the Government. For example, where a building and land are to be reported excess, in most cases an agency would not be justified in removing the plumbing and heating fixtures, for that would reduce the return to the Government far more than the value which would accrue to the agency. In industrial property it is usually especially important that the entire property be declared intact, for the ultimate return to the Government and the prompt disposal will in most cases more than offset the salvage value of items.

Attention is called to Section 6.a, providing that holding agencies may be responsible for care and handling for at least 12 months. For this reason it is to the advantage of agencies to report property in a condition which will make it the most readily salable.

Memorandum comments and interpretations will indicate the
reference to the appropriate section of Public Buildings
Circular No. 1. Also, the reference to "Department" means
Department of Agriculture unless otherwise specified.

Definitions. (5)

and improvements mean anything attached to land, on land, or in
land, or attached to a building on land. Virtually all items
attached to land which are not consumers goods, crops and stand-
ing timber are intended to be classified as real property. For
example, telephone lines, wire lines, windmills, fences, and
similar items when attached to land are to be considered real
property. If at the time of reporting as excess, such items
are severed from the land, they should be reported as personal
property, but if they are reported in place they must be reported
as real property. Since real and personal property will be pro-
cessed by separate branches of General Services Administration
and on different forms it is essential the proper classification
be made at the time the report of excess is filed.

Excess only if it cannot be used advantageously. In order to
salvage materials or component parts it is not necessary to
declare property excess, but such action should be taken only
to meet foreseeable needs. Agencies should not retain for
salvage structures or improvements because of needs which it
is thought will arise in the indefinite future; nor should
improvements be only partially salvaged and left to deteriorate.

to the Government. For example, where a building and land
are to be reported excess, in most cases an agency would not
be justified in removing the plumbing and heating fixtures,
etc., that would reduce the return to the Government for more

attention is called to the fact that care and handling for at
least 12 months. The agency is to the advantage
of agencies to report property in a condition which will
make it the most readily salable.

Scope (4) Disposition of property in areas other than Continental United States, Alaska, Hawaii, Puerto Rico and the Virgin Islands is covered by Title IV of Public Law 152, 81st Congress. Acquisition and disposition actions for Puerto Rico and the Virgin Islands will be processed by the Atlanta Office of the General Services Administration.

Sale to Small Business (5.e). The term "substantially equivalent" is intended to cover those cases where there are equal offers, but where the terms of the offers vary to the disadvantage of small business. For example, if two equal offers are received for the sale of a building for off-site removal, one from big business for removal within 10 days and another from small business for removal within 30 days and time of removal is not specified in the invitation, the award should be made to small business.

Responsibilities of Holding Agencies (6)

Accountability, Care and Handling (6.a) As pointed out above it is to the interest of an agency to report property which is readily salable, if possible, to avoid the care and handling expense. It is essential that reports of excess be clear and complete in order that the screening agency or disposal agency will not be required to ask for correction or clarification. The responsibility for care and handling remains with the agency of the Department which reports the property as excess.

Taxes and other Obligations (6.c) The disposal agency will accept responsibility for these items after expiration of the period cited in 6.a.

Utilization of Excess Real Property (7) It will be noted from the definition that property not needed by a particular Government agency is only designated as "excess" property, and it is not until a determination has been made that the Government no longer needs such property that it becomes "surplus".

Survey of Real Property (7.a) It is essential that agencies review their real property holdings immediately and maintain a continuous survey in order that the Department cannot be criticized for retaining property not needed in its programs. Further instructions regarding this phase, including the maintenance of adequate inventory controls, will be issued at a later date.

Report of Excess Property (7.b) A copy of General Services Temporary Regulation No. 5 is attached. It will be noted in this Temporary Regulation No. 5 that no real property except as provided in Section 6 of that Regulation may be disposed of without prior approval of the Administrator. Steps are

being taken to clarify this regulation, particularly as it regards minor structures.

Government-Owned Real Property (7.b (3)). It will be noted that reports should be filed 90 days in advance of the time the property is to become excess if this is possible. It should also be noted that real property with an estimated fair value of less than \$1,000 is not to be reported. There should be no division of a property into smaller units of less than \$1,000 value in order to take advantage of this exemption.

Since "holding agency" is defined as an "executive department" (3.b.(9)), reports of excess real property over \$1,000 shall be submitted by agencies of the Department to the Office of Plant and Operations which will determine whether other Department agencies require the property. If no other agency of the Department requires the property it will be reported to the General Services Administration as excess.

Leasehold Interest in Real Property (7.b.(4)) It will be noted that excess leases of less than 2,500 square feet for office, files, storage and similar purposes regardless of value are not required to be reported. In addition, this Department has also secured a temporary exemption covering land leases where the premises are not substantially improved. However, no termination action for leases in the exempt categories shall be taken until other agencies of the Department in the vicinity have indicated they do not need the property. If, prior to termination or cancellation, approval of the General Services Administration is required as provided in this section and an agency is subsequently notified by General Services Administration that no Government agency requires the property, the holding agency is designated as disposal agency and the procedure specified in 8.p shall be followed.

The terms "termination or cancellation" include partial termination and failure to exercise a renewal option in a lease, subject of course to the reporting exemptions mentioned above.

An ordinary Standard Form No. 2 Lease is transferable if the purpose in Paragraph 2 of that form or other terms do not restrict it to a specific Government agency.

over an agency desires to release space under the control of the General Services Administration or to cancel or terminate the lease, the agency must first obtain the approval of the General Services Administration.

Excess space shall be reported by the preceding paragraph.

Administration or Department executed leases.

Station or leases executed by this Department should not be reported excess until a determination has been made that the space is in excess of the requirements of the premises.

Station may not be transferred within the Department without the approval of that Administration. Other stations may be transferred within the Department as explained in V.C.(1).

Agencies having delegated leasing authority may file reports of excess space under the control of the General Services Administration or of excess Department executed space with the General Services Administration. Other reports of excess space will be sent through agency channels to the Real Estate Division of the Office of Plant and Operations.

The Office of Plant and Operations will screen the reports of excess property to determine the need within the Department before reporting it to the General Services Administration as excess. Reports of excess filed with Office of Plant and Operations on GSA Form 30 should be completely filled out excepting Blocks 1 to 5. The original and 3 copies of the form should be furnished the Office of Plant and Operations.

Excess Industrial Property (V.C.(6)) The additional copy of GSA Form 30 required for excess industrial property

of other real property, including land, shall be reported between agencies on Form AD 107 (see S AR 744b). Transfers of land, other than those authorized by law, will be by order of the Secretary upon agreement between the agencies. If such transfers are desired, the justification for the transfer, and a complete legal description of the premises, including any

Acquisition from other Government Agencies (7.c.(2))

Except as otherwise authorized by law all transfers of real property, including leases, between Federal agencies are to be made at fair value as determined by General Services Administration after screening by the process outlined in this circular. Fair value as it relates to transfer of leases within the Department covers only the value of Government-owned improvements. This valuation should be made by the holding agency and if practicable with the collaboration of the acquiring agency.

When property is to be transferred between Government departments, the holding agency should report the property as excess in accordance with 7.b. and the desiring agency should make its needs known to General Services Administration as provided in 7.c. The General Services Administration will establish the fair value under 7.e. and authorize the transfer which will be accomplished by agreement between the holding and requesting agencies.

Notification for need of Real Property (7.c.(3)) Under Public Law 152, 81st Congress, the General Services Administration is the agency through which real property owned by the United States is transferred or assigned. It is, therefore, essential that whenever it is anticipated that real property will be required this fact be made known to the General Services Administration. GSA Form 31 is prescribed for use in all acquisitions by lease including new leases, renewals and supplemental agreements; acquisition of free space and proposed land acquisitions. As will be noted in GSA Form 31, an agency is not authorized to negotiate for any acquisition, including renewal of a lease, until approval is obtained from the General Services Administration. As a result of representations to the General Services Administration the following temporary exemptions have been obtained:

Free Agreements;

Leases:

1. Office space involving annual rental rate of less than \$500 for temporary occupancy of less than 6 months;

(2)(c) (V.C. 2) ...
except as otherwise authorized by law or ...
of real property, including leases, between Federal
agencies are to be made at fair value as determined
by General Services Administration after screening
by the process outlined in this circular. Fair value
as it relates to transfer of leases within the Depart-
ment covers only the value of Government-owned improve-
ments. This valuation should be made by the holding
agency and is practicable with the collaboration of
the acquiring agency.

property as excess in accordance with V.C. and the
acquiring agency should make its needs known to General
Services Administration as provided in V.C. The
General Services Administration will establish the
fair value under V.C. and authorize the transfer which

Administration is the agency through which real property
is transferred. It is noted that real property will be required this fact be
made known to the General Services Administration.
GSA Form 31 is prescribed for use in all acquisitions
agreements; acquisition of free space and proposed land
acquisitions. As will be noted in GSA Form 31, an agency
is not authorized to negotiate for any acquisition.
from the General Services Administration. As a result
the following temporary exemptions have been

less than 6 months;

2. Warehouse, storage or other space not primarily for office use involving annual rental rates of less than \$500;
3. Unimproved land regardless of rental rate; and
4. Space located in other than continental United States, Alaska, Hawaii, Puerto Rico and the Virgin Islands;

Informal agreements covering individual garages solely for the storage of one or two pieces of automotive equipment at a stipulated sum per month;

Cooperative agreements where space use is incidental to the cooperation; and

Program land acquisition where a specific site, not in Government ownership is desired. If, however, any one of several sites within an area is acceptable, request for preliminary acquisition authority must be submitted.

After preliminary acquisition authority has been obtained and premises suitable for leasing are located GSA Forms 31 must be submitted again to obtain clearance prior to the time that an acceptance can be made. However, the same exemptions as outlined above apply to this clearance.

Requests for space in existing buildings controlled by the Public Buildings Service shall also be submitted on GSA Form 31 instead of by letter. If specific space is available, an attachment should be made describing it and giving any additional facts justifying the need.

Form PBA-4-1, "Space Report and Forecast" is required only for space in buildings to be constructed by the General Services Administration and does not include Department construction, authorized or to be authorized by Congress. However, Department building projects will be discussed with the General Services Administration by Office of Plant and Operations at the time of the pre-budget discussion required by 4 AR 165.5. Where required, GSA Form 31 requesting preliminary acquisition authority for land, shall be submitted through agency channels and the Office of Plant and Operations to the General Services Administration.

primarily for office use;
rental rates of less than
3. Unimproved land rental
rate; and
United States, Alaska, Hawaii, Puerto Rico
and the Virgin Islands;

solely for the storage of one or two pieces
automotive equipment at a stipulated sum per
month;

incidental to the cooperation; and

not in Government ownership is desired. If,
however, any one of several sites within an area
is desired for preliminary acquisition authority

After preliminary acquisition authority has been obtained
and premises suitable for leasing are located GSA Form
SI must be submitted again to obtain clearance prior to

Requests for space in existing buildings controlled by
the Public Buildings Service shall also be submitted on
GSA Form SI instead of by letter. If specific space is
available, an attachment should be made describing it
and giving any additional facts justifying the need.

Form PBA-4-1, "Space Report and Forecast," is required
only for space in buildings to be constructed by the
General Services Administration and does not include

However, Department building projects will
be discussed with the General Services Administration by
Office of Plant and Operations at the time of the one-
page discussion required by 41 CFR 101-11. Where required, GSA
Form SI requesting preliminary acquisition authority for
land, shall be submitted through agency channels and the
Office of Plant and Operations to the General Services
Administration.

To obtain preliminary leasing authority and clearance of leases, GSA Form 31 shall be submitted as follows:

Agencies having delegated leasing authority directly to appropriate Public Buildings Service field office.

Agencies not having delegated leasing authority to the Office of Plant and Operations.

A copy of each approved clearance shall be submitted to the Office of Plant and Operations for its records. The signed copy of the approved clearance on GSA Form 31 must be filed in the General Accounting Office.

Leasing and free space actions not requiring clearance, other than those covering unimproved land except lot storage, shall be reported to General Services Administration on GSA Form 31 in duplicate and a copy furnished Office of Plant and Operations for its records.

Preliminary leasing authority is valid only for 30 days.

Form PBA-4-1, which superseded Form REM 1-B, shall be submitted through agency channels to the Office of Plant and Operations as provided in 4 AR 111.

Screening for Utilization (7.c.(4)) We are informed that every effort will be made to complete screening, not only of leaseholds but of other property, within 30 days. Included within this period of time will be the time taken for action by the Federal Security Agency, as provided in 8.c.

Notification of Availability (7.c.(5)) There will be no broadcasting of information, and notification of availability will only be made to those agencies which have filed requests on GSA Form 31 or where there is apparent need as reflected by General Services Administration records. This emphasizes the need to promptly make known to General Services Administration all needs for real property.

Form PBA-4-1, which superseded Form PBA-1-B, shall be submitted through agency channels to the Office of Management and Administration.

It is emphasized that every effort will be made to complete screening, not only of lessees but of other property, within 90 days. Included within this period of time will be the time taken for action by the Federal Bureau of Investigation.

It is emphasized that no propagation of information, and no dissemination of information, shall be made to those agencies which have filed requests on GSA Form 81 or where there is apparent need as reflected by General Services Administration records. This emphasizes the need to promptly

its records. The signed copy of the approved

land except for storage, shall be reported to General Services Administration on GSA Form 81 in duplicate and a copy furnished Office of

Temporary Utilization (7.f) If reimbursement is requested by General Services Administration, the assignment for temporary utilization will contain a statement that funds are not available to the General Services Administration.

Disposal of Surplus Real Property (8)

Disposal Agencies (8.a) It will be noted that the Department of Agriculture has been designated as a disposal agency for "agricultural property." This is for property which is determined to be "agricultural property" by the Administrator of General Services. An agency of the Department will be designated by the Secretary to act in the disposition of all such property.

Designation of holding agencies to dispose of leaseholds covers those leases of 2,500 square feet or over which are determined by the General Services Administration not to be required by other agencies.

Agencies of this Department, after proper delegation of authority, may dispose of property having a total fair value of less than \$1,000. Delegations of authority for such disposals will be made by the Director of Plant and Operations. No property shall be disposed of by the holding agency until a determination has been made that other agencies of the Department in the vicinity do not require it.

While the Circular does not require that other Government agencies be notified of the availability of property under \$1,000, a reasonable inquiry should be made prior to disposal.

It will be noted that the Department of Defense is given authority to dispose of excess improvements regardless of value, on land not excess to its needs, without notice to other Government agencies. It is, therefore, incumbent on Agricultural agencies to work closely with local defense establishments to obtain property which may be required and available at such establishments.

Since this Department is acting as a disposal agency in connection with surplus property valued under \$1,000 by virtue of the designation under this Section, all subsequent sections of Public Buildings Service Circular No. 1 imposing procedures or obligations on disposal agencies must be followed.

by General Service Administration, the assignment for temporary utilization will contain a statement that funds are not available to the General Services Administration.

Department of Agriculture has been designated as a financial agency for "agricultural property." This is for property which is determined to be "agricultural property" by the Department will be designated by the Secretary to act in the disposition of all such property.

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While the Circular does not require that other Government agencies be notified of the availability of property under \$1,000, a reasonable inquiry should be made prior to dis-

authority to dispose of excess improvements regardless on agricultural agencies to work closely with local defense

connection with surplus property valued under \$1,000 subsequent sections of Public Buildings Service Circular

Classification (8.b) Property should be so classified that it will bring the highest return to the Government regardless of its present or former use.

Valuation and Appraisal (8.e) For property under \$1,000, the valuation need not be that of a professional appraiser, but should be made by an official familiar with the property and competent to approximate its sale value. Such a valuation should take into consideration the highest and best use of the property, need by others, cost of removal and other similar factors.

Notice and Advertisement (8.g) Form AD-224, Sale of Government Property, should be used in the sale of surplus real property valued at under \$1,000 (See 5 AR 637)

Acceptance of Offers (8.i) Within delegated authority agencies may accept offers. If the reasonable valuation of the property before advertisement indicates a value of less than \$1,000 but due to unforeseen demand or other reasons bids over \$1,000 are received, it is not necessary to reject the offers and to report the property as excess.

Notice to Unsuccessful Bidders (8.i(3)) Particular attention is called to the requirement that unsuccessful bidders be notified.

Form of Conveyance (8.j) Forms are not currently available, and as soon as they are available, they will be secured and distributed. In the interim, conveyances approved by the nearest Regional Attorney of the Office of the Solicitor should be used.

Disposal for Parks, Recreation, Historic Monuments, Wildlife Conservation, Education and Public Health (8.m,n,o) Under Paragraph 8.a(2) an agency is exempt from circularizing to determine these needs for property valued at less than \$1,000. If, however, there is a known desire for the property or such desire is developed as a result of advertising, no disposal shall be made until after consultation with the nearest General Services Administration Regional Office.

Disposal for use as Shrines, Memorials or Religious Purposes. (8.t)

Requests for approval of the Chief of Chaplains shall be submitted through the Office of Plant and Operations.

that it will bring the highest return to the Government regardless of its present or former use.

Similar factors, such as location, size, shape, and other physical characteristics, shall be considered in determining the value of the property.

Property valued at under \$1,000 (see 5 AR 637) shall be valued at the fair market value.

may accept offers. If the reasonable valuation of the property before advertisement indicates a value of less than \$1,000 but due to unforeseen demand or other reasons bids over \$1,000 are received, the property shall be sold at the highest bid.

is called to the attention that unsuccessful bidders be notified.

Form of conveyance (8.7) Forms are not currently available, and as soon as they are available, they will be secured and distributed. In the interim, conveyances approved by the nearest Regional Attorney of the Office of the Solicitor should be used.

Paragraph 8.8 (3) an agency is exempt from classifying to determine these needs for property valued at less than \$1,000. If, however, there is a known desire for the property or such desire is developed as a result of advertising, no disposal shall be made until after consultation with the nearest Regional Attorney.

disposal for use as Shrine, Memorial or Religious Purposes.

Requests for approval of the Chief of Chaplains shall be submitted through the Office of Plant and Operations.

Disposal under other Authority(8.x) The exact meaning and intent of this provision is under study, and further interpretations will be issued at a later date.

Compliance (8.z) A statement of policy and extent of such compliance as the Department may require is being determined.

Records and Reports (9) Each agency disposing of property shall maintain completely documented files, and shall in addition submit to the Office of Plant and Operations a report of each disposal of property having an estimated value of under \$1,000. This report shall contain the following information:

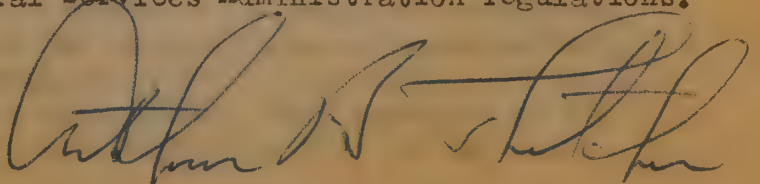
1. Location
2. Brief description
3. Number of invitations distributed and number of bids received and other pertinent information on the method of sale. (Form 1036)
4. Acquisition cost
5. Appraised value
6. Sale price
7. Name and address of purchaser

Regulations (10) Two copies of agency procedures and instructions issued in accordance with this memorandum shall be furnished this Office. These will not be filed with the General Services Administration, but copies of this memorandum will be.

Superseded Regulations (12) In addition to the regulations listed in Circular No. 1, it is understood that Temporary Regulation No. 2 of the General Services Administration insofar as it relates to real property is also superseded.

Disposition of Proceeds. Disposition of proceeds received from the sale of Surplus Real Property or from the transfer of excess property shall be in accordance with the provision of Section 204 of Public Law 152, 81st Congress, which in general provides that such receipts shall be covered into the Treasury as miscellaneous receipts.

Administrative Regulations. Title 4 of the Administrative Regulations of the Department is being revised to conform to Public Law 152, 81st Congress, and applicable General Services Administration regulations.



Attachments

Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

January 24, 1951

PLANT AND OPERATIONS MEMORANDUM NO. 8, SUPPLEMENT 1

Acquisition and Disposal of Real Property

Purpose. Public Buildings Service Circular No. 1, transmitted by Plant and Operations Memorandum No. 8, has been amended by three supplements. These amendments and the need for certain other changes make necessary the issuance of this supplement to Plant and Operations Memorandum No. 8. In this supplement the appropriate section of Plant and Operations Memorandum No. 8, including page number, will be cited and the revised language of the affected paragraph and any necessary explanations included.

This supplement is printed on one side of the paper in order that the revised paragraph can be clipped and inserted in the appropriate place in Plant and Operations Memorandum No. 8.

Leasehold Interest in Real Property (7.b.(4), Page 4). Supplement 3 to Public Buildings Service Circular No. 1, a copy of which is attached, requires screening of leaseholds by the Munitions Board, Department of Defense, before termination or cancellation. This has been interpreted to include only those leases not exempted from reporting by the original Public Buildings Service Circular Number 1. On leases which are required to be reported, the General Services Administration will forward to the Munitions Board for approval at the same time a canvass is made of other Government agencies to determine whether the leasehold is required by another agency. It is probable that this screening by the Munitions Board will require a longer period of time than screening by General Services Administration alone, and, therefore, terminations should be planned well in advance to permit a sufficient period to complete this screening. The first paragraph of 7.b(4) is, therefore, amended to read as follows:

Leasehold Interest in Real Property (7.b(4)) It will be noted that excess leases of less than 2,500 square feet for office, files, storage, and similar purposes regardless of value are not required to be reported as excess. In addition, this Department has also secured a temporary exemption covering land leases where the premises are not substantially improved. However, no termination action for leases in the exempt categories shall be taken until other agencies of the Department in the vicinity have indicated they do not need

the property. After termination or cancellation of leases in the exempt categories, the action shall be reported to General Services Administration and the Office of Plant and Operations as provided in 7.c.(3). If a lease is not in the exempt category, prior approval of the General Services Administration and through it, the Munitions Board, Department of Defense, are required. Adequate time to secure clearance from both agencies should be allowed at the time of reporting such a lease as excess. If approval to cancel or terminate leaseholds covering premises not in the exempt categories is secured from the General Services Administration and the Munitions Board, the holding agency is designated as disposal agency (See 8.a) and the procedure specified in 8.p should be followed.

Report Form (7.b.(5), Page 4) The General Services Administration desires that releases of space controlled by it should be by letter instead of GSA Form 30. The first paragraph 7.b.(5), therefore, is amended to read as follows:

Report Form (7.b.(5)) GSA Form 30 shall be filed whenever an agency desires to cancel or terminate a lease executed by this Department which is not exempt from this procedure by the preceding paragraph. GSA Forms 30a, 30b and 30c need not be used in reporting excess leased space under the control of this Department. Release of space under the control of the General Services Administration shall be reported to the appropriate office of that Administration by letter.

All other paragraphs of this section remain unchanged.

Assignment or Transfer within Department (7.c.(1), Page 5) Secretary's Memorandum No. 1263 grants to the Director of Plant and Operations authority to make transfers of real property between agencies of the Department.

Paragraph 7.c.(1) is therefore amended to read as follows:

Assignment or Transfer within Department (7.c.(1)) Transfer of lease may be by letter agreement between agencies. Transfer of other real property except land may be made by agreement between agencies on Form AD 107 (See 5 AR 744b). Transfers of land, other than those authorized by law, will be made by order of the Director of Plant and Operations upon agreement between the interested agencies. If such

transfers are desired, the justification for the transfer, and a complete legal description of the premises, including any improvements shall be submitted to the Office of Plant and Operations.

Screening for Utilization (7.c.(4), Page 8) Since Supplement 3 to Public Buildings Service Circular No. 1, requires screening of report of excess real property, including leaseholds, by the Munitions Board as well as other Government agencies by the General Services Administration, it is anticipated that the screening period may take longer than heretofore. Therefore, Paragraph 7.c.(4) is amended to read as follows:

Screening for Utilization (7.c.(4)) While every effort will be made to complete screening, not only of leaseholds but of other property, within 30 days, adequate time must be allowed, for such screening includes other Government agencies, Munitions Board of the Department of Defense and the Federal Security Agency (See 8.o).

Disposal Agencies (8.a. Page 9) Supplements 1 and 2 to Public Buildings Service Circular No. 1 made certain changes in disposal authorities. Supplement 1, dated May 17, 1950 (15 F.R. 3131) gives the Department of Defense authority to dispose of its surplus property in Alaska, Hawaii, Puerto Rico and the Virgin Islands. Supplement 2, dated July 27, 1950 (15 F.R. 4945) withdraws the authority of this Department to dispose of "agricultural property." Supplements 1 and 2 are not being distributed by this Office; but for the information of those desiring to maintain current copies of Public Buildings Service Circular No. 1, the text of Paragraph 8.a., as amended by Supplements 1 and 2, is as follows:

"a. Surplus real property and related personal property shall be disposed of by disposal agencies designated below:

- (1) The holding agency is hereby designated as disposal agency for (a) all surplus leaseholds except airport property, (b) all real property and related personal property having a total estimated fair value of less than \$1,000 in accordance with Section 7.b.(3), (c) all real property and related personal property located in Puerto Rico, Virgin Islands, Hawaii and Alaska and reported excess by the Department of Defense under the provisions of the Act, and (d) improvements located on Government-owned land in the custody of the Department of Defense, which land

is not excess. Unless otherwise specifically directed by the Administrator, holding agencies are authorized pursuant to this paragraph to dispose of such real property and related personal property under applicable provisions of this Circular without notice to other Federal agencies, Provided, however, That the Department of Defense shall provide the Federal Security Administrator with appropriate notification of the availability for disposal of property included in classes (c) and (d) above.

- (2) The General Services Administration is hereby designated as the disposal agency for all surplus real property not assigned to any other disposal agency."

While the Department has the authority to dispose of property having a total fair value of less than \$1,000; in view of the emphasis in Supplement 3 of providing for defense needs, it is felt that defense agencies in the vicinity should be advised of the availability of all property prior to disposal.

In order to provide for the changes mentioned above, Paragraph 8.a. is changed to read as follows:

Disposal Agencies (8.a.) Designation of holding agencies to dispose of leaseholds refers only to excess leases or parts of leases over 2,500 square feet because excess leases covering less than that area may be terminated or otherwise disposed of without reporting to General Services Administration as excess (See 7.b.(4)).

Agencies of this Department, after proper delegation of authority, may dispose of property having a total fair value of less than \$1,000. Delegations of authority for such disposals will be made by the Director of Plant and Operations. No property shall be disposed of by the holding agency until a determination has been made that other agencies of the Department and of the Department of Defense in the vicinity do not require it. While the Circular does not require that other Government agencies be notified of the availability of property under \$1,000, a reasonable inquiry should be made prior to disposal.

It will be noted that the Department of Defense is given authority to dispose of excess improvements, regardless of value, on land not excess to its needs and to dispose of all its surplus real property in Puerto Rico, Virgin Islands, Alaska and Hawaii without notice to other Government agencies. It is, therefore, incumbent on Agricultural agencies in the vicinity to work closely with local defense establishments to obtain property which may be required and available at such establishments.

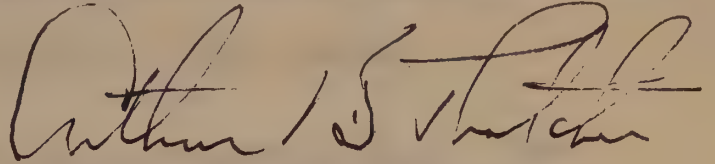
Since this Department is acting as a disposal agency in connection with surplus property valued under \$1,000 by virtue of the designation under this Section, all subsequent sections of Public Buildings Service Circular No. 1 imposing procedures or obligations on disposal agencies must be followed.

Notice and Advertisement (8.g. Page 10) Personal Property Management Regulation No. 3, dated August 25, 1950, established U. S. Standard Forms 114, "Sale of Government Property, Invitation, Bid and Acceptance", and 114a, "Continuation Sheet", on a permissive basis for use in sales of personal property. It is suggested that when stocks are secured this form be used in lieu of Form AD-224 for advertisements of surplus real property. Supplement 3 provides that in the event that property has been screened by the General Services Administration and the Munitions Board, a notice to that effect shall be included in the advertisement. Paragraph 8.g. is, therefore, amended to read as follows:

Notice and Advertisement (8.g) Standard Form 114, "Sale of Government Property, Invitation, Bid and Acceptance" and Standard Form 114a, "Continuation Sheet" should be used in the sale of surplus real property as soon as stocks of Form AD-224 "Sale of Government Property" are exhausted. When the disposal of surplus real property is assigned to this Department by the General Services Administration and the letter of assignment states that such property has been screened for defense and other Government needs, the advertisement shall include the following statement: "This property has been screened against the known defense and other requirements of the Federal Government."

Administrative Regulations (Page 11) Because of the fact that certain of the temporary exemptions on reporting real property have not been made permanent, and since we are advised that Public Buildings Service Circular No. 1 is in the process of being revised to include changes

brought about by Reorganization Plan No. 18 of 1950, we are not yet in a position to incorporate these procedures in Title 4 of the Administrative Regulations. However, it is hoped that the necessary facts may become known in the near future so that we may proceed with the revision promptly.

A handwritten signature in dark ink, appearing to read "Arthur S. Stetson". The signature is fluid and cursive, with a large initial "A" and a long horizontal stroke at the end.

Director of Plant and Operations

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 10, 1951

OFFICE OF PLANT AND OPERATIONS

PLANT AND OPERATIONS MEMORANDUM NO. 8, SUPPLEMENT NO. 2

Acquisition and Disposition of Real Property

Index
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Real Estate
Division

Public Buildings Service Circular No. 1, Supplement No. 4. There is attached a copy of Public Buildings Service Circular No. 1, Supplement No. 4, which provides a current listing of the location of Regional Offices of the General Services Administration, and provides that reports of excess real property shall be forwarded to these offices.

Attention is called to the fact that reports of excess real property having a fair value in excess of \$1,000 are to be submitted by the reporting Department agency to the Office of Plant and Operations as provided in 7.b.(3), Government-owned Real Property, rather than directly to General Services Administration Regional Offices.

Notification of need of Real Property (7.c.(3)) There is attached a copy of a letter from Russell Forbes, Acting Administrator of General Services, dated March 23, 1951, advising that it will not be necessary to submit requests for preliminary acquisition authority for the lease of general-purpose space of 2500 square feet or less to be acquired under delegated authority. The Delegation of Authority from the Administrator of General Services transmitted by the Memorandum to Heads of Agencies, dated December 26, 1950, eliminated the need for clearance of leases. As a result of these two documents, the following revised procedure is effective immediately:

Notification of need of Real Property (7.c.(3)) Under Public Law 152, 81st Congress, the General Services Administration is the agency through which real property owned by the United States is transferred or assigned. It is, therefore, essential that whenever it is anticipated that real property will be required this fact be made known to the General Services Administration. Under Reorganization Plan No. 18 of 1950, the responsibility for acquiring general-purpose space for all Government agencies was given to the General Services Administration; however, the Department was delegated authority to acquire such space outside of 128 metropolitan areas (See Memorandum to Heads of Agencies, dated December 26, 1950). As a means

OFFICE OF THE SECRETARY

1. The following information is being furnished to you for your information.

The following information is being furnished to you for your information. It is requested that you advise the Bureau of any changes in the information furnished herein.

The following information is being furnished to you for your information. It is requested that you advise the Bureau of any changes in the information furnished herein.

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The following information is being furnished to you for your information. It is requested that you advise the Bureau of any changes in the information furnished herein.

of advising the General Services Administration of needs of real property and to obtain authority for certain acquisitions, GSA Form 31 is prescribed. Where preliminary acquisition authority is required, as described below, an agency is not authorized to negotiate for any acquisition, including a renewal, until approval is obtained from the General Services Administration.

GSA Form 31 shall be used in requests for preliminary acquisition authority and for reporting as follows:

1. To make known to the General Services Administration need for general-purpose space in the 128 metropolitan areas in which that Agency has the sole authority for acquisition of such space.
2. To request preliminary acquisition authority for:
 - a. Special purpose space, except land, regardless of area and wherever located.
 - b. General-purpose space in excess of 2500 square feet.
 - c. Land acquisition authority where any one of several sites in a particular area would be acceptable.
3. To report:
 - a. Free space
 - b. General-purpose space acquired by lease under delegated authority, regardless of area.
 - c. Special-purpose space, including lot storage but excluding other land, acquired by lease under Department authority.
 - d. Leasing actions, such as supplements, renewals, terminations, etc., unless other form prescribed by appropriate Regional Office.
4. To request excess real property from General Services Administration.

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5. To request assignment of existing designated space under the control of the General Services Administration. A letter request for this purpose is also acceptable.

GSA Form 31 is not required either as a request for preliminary acquisition authority or as a report as follows:

1. Unimproved leased land, except lot storage.
2. Informal agreements covering individual garages solely for the storage of one or two pieces of automotive equipment.
3. Cooperative agreements where space use is incidental to the cooperation.
4. Program land acquisition where a specific site not in Government ownership is desired.

Where required, GSA Form 31 should be submitted as follows:

1. Agencies having delegated leasing or real property acquisition authority.
 - a. As preliminary acquisition authority. In triplicate to the appropriate Regional Office of the General Services Administration.
 - b. As a report. In duplicate to the appropriate Regional Office of the General Services Administration, and one copy through agency channels to the Office of Plant and Operations.
2. Agencies not having delegated leasing or real property acquisition authority.
 - a. As preliminary Acquisition authority. May be obtained from the appropriate Regional Office of General Services Administration by the agency prior to submitting the docket to the Office of Plant and Operations, in which case a conformed copy should be submitted with the docket. If not, in quadruplicate to the Office of Plant and Operations prior to taking any action.

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... as a report as follows:

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... incident to the cooperation.

... also not in government ownership is desired.

where required, GSA Form 31 should be submitted as follows:

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... In addition to the ...
... of the ...
... As a report. In duplicate to the ...
... Office of the ...
... Administration, and one copy
... through agency channels to the Office
... of Plant and Operations.

... Agencies not having delegated leasing or

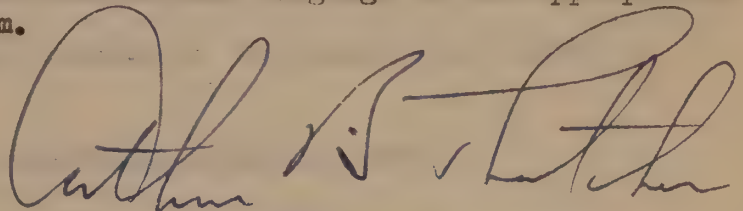
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the needed. If not, in duplicate

- b. As a report. Three copies of the form filled out but not signed should be forwarded to the Office of Plant and Operations with the request for action.

Form PBA-4-1, "Space Report and Forecast", is required only for space in buildings to be constructed by the General Services Administration and does not include Department construction, authorized or to be authorized by Congress. However, Department building projects will be discussed with the General Services Administration by the Office of Plant and Operations at the time of the pre-budget discussion as required by 4 AR 165.5. Form PBA-4-1, when requested by the Office of Plant and Operations, shall be submitted as provided in 4 AR 111.

We have printed this supplement on one side of the paper in order that those wishing to do so may insert the revised language in the appropriate place in the original memorandum.

A large, stylized handwritten signature in dark ink, appearing to read 'Arthur B. L. L.', is positioned above the title.

Director of Plant and Operations

6. As a report, Three copies of the form
filled out but not signed should be

Form 100-4-1, "Space Report and Forecast", is required only for
in buildings to be constructed by the General Services
Administration and does not include independent construction,
authorized or to be authorized by Congress. However, Department

by the Office of Plant and Operations at the time
of construction, the Department of the Interior, Bureau of
Reclamation, and the Department of the Army, Corps of Engineers.

We have printed this supplement on one side of the paper in order that

Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

July 20, 1951.

PLANT AND OPERATIONS MEMORANDUM NO. 8, SUPPLEMENT NO. 3

Space Assignment and Utilization

Plant and Operations Circular No. 8, Supplement No. 3 dated July 13, 1951, should read Plant and Operations Memorandum No. 8, Supplement No. 3.

On Page 2 of the Memorandum, 3rd paragraph, the reference should read:

Reports of Space Use by Buildings outside of the District of Columbia, (6.b.(1)), and not (6.b.(2)).

Please have copies corrected in accordance with the above.

W. P. Luman

Acting Director of Plant and Operations.

PROPERTY 4-1

G. L. R.
J. L. R.
W. L. R.
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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 13, 1951

OFFICE OF PLANT AND OPERATIONS

PLANT AND OPERATIONS CIRCULAR NO. 8, SUPPLEMENT NO. 3

Space Assignment and Utilization

Real Property Management Regulation No. 3. There is attached a copy of Real Property Management Regulation No. 3, dated June 21, 1951, which provides new forms and procedure for requesting space assignment and reporting space utilization. This regulation supersedes a portion of Section 7.c.(3) of Public Buildings Service Circular No. 1 dated March 8, 1950, as amended.

As a result of conferences with officials of the General Services Administration in Washington we have obtained the interpretation of certain points of Regulation No. 3. These interpretations as well as other points to particularly note are as follows:

Request for Space.(4.a.) All requests for space are to be made on the new Standard Form 81, Revised, Request for Space, copy attached to the Regulation, and not by letter as has been required in the past by certain General Services Administration Regions. This applies to both space under control of, or to be acquired by, General Services Administration and space to be acquired under leasing authority delegated to the Department by the General Services Administration. Where necessary, of course, Standard Form 81 may be supplemented by additional statements.

Release of Space. Notification of the release of space in buildings under the control of the General Services Administration shall continue to be by letter.

Continued Occupancy of Space. In order to insure the continued occupancy of space under a General Services Administration lease, it will be desirable to notify the appropriate Region well in advance of the time for renewal.

Filing in General Accounting Office.(4.a.(2)(a)). Particular attention is called to the requirement that the copy of the Request for Space (S.F.81), signed by the appropriate official of the General Services Administration, be attached to the leasing instrument executed under delegated authority when the instrument is forwarded to the General Accounting Office.

PROPERTY 4-1

Period of Validity of Acquisition Authority.(4.a.(2)(a)).

This paragraph in the Regulation has application to the General Services Administration granting lease clearances to cover periods in excess of one fiscal year. Lease clearances when granted are valid for a reasonable time after their issuance.

Exceptions to Filing Requests for Space.(4.b.). It will be noted that this Section specifies that agencies are not required to file requests for authority to acquire space under delegated authority for either general or special purpose building space if the area does not exceed 2500 square feet. This does not modify the existing exemption covering land.

Reports of Space Use by Buildings outside of the District of Columbia.(6.b.(2)). For the initial report (due August 1, 1951) forms will be supplied, as in the past, by the Regional offices of the General Services Administration for each occupancy from which a report is required. Subsequent reports will be the responsibility of the agencies and forms may be procured in the same manner as other standard forms.

The following space occupancies need not be included in the semi-annual reports to the General Services Administration:

1. Non-Federal free space
2. Desk space for use of one person in space reported by others.
3. Intermittent occupancy, such as one day a week, in space reported by others.
4. Space under cooperative agreements.

It will be noted from the instructions on Standard Form 123 that the original and two copies are to be forwarded to the General Services Administration.

One copy of the December 31 space use report should be forwarded to this office in order that we may be assured that our inventory of the Department's space holdings is being maintained on a current basis.

Reports of space in the Metropolitan Area of the District of Columbia.(6.b.(2)). Until further notice reports of space use in the District of Columbia will continue to be made in the same manner as in the past.

...the time after their departure.

...it will be noted

...as shown at about 10:00

...of reports to the General Services Administration;

...the first three years

...from the instructions on Standard Form 100

...the number of copies of each report should be two

...to the Director of the General Services Administration

Reports of Leasing Actions. This section deals only with general-purpose space, acquisition authority for which was delegated to the Department of Agriculture by the Administrator of General Services on December 14, 1950, under Reorganization Plan No. 18 of 1950. While not covered by Real Property Management Regulation No. 3, reports of space acquired under delegated leasing authority are still required to be made to the General Services Administration. Until procedure and forms for this purpose are promulgated by the General Services Administration, Department agencies should use Standard Form 123 instead of General Services Form 31 previously designated for this purpose. In using Standard Form 123, clearly indicate in the heading "this is a lease report under delegated authority." Also, add under "Remarks" the following data:

1. Renewal rights
2. Period of lease
3. Termination rights
4. Facilities and services furnished by the Lessor
5. Lessor's name and address

The reports should be submitted to the applicable Regional Office of the General Services Administration for each lease, supplemental agreement, renewal or termination executed under delegated authority regardless of whether or not it was necessary to file a Standard Form 81 with General Services Administration.

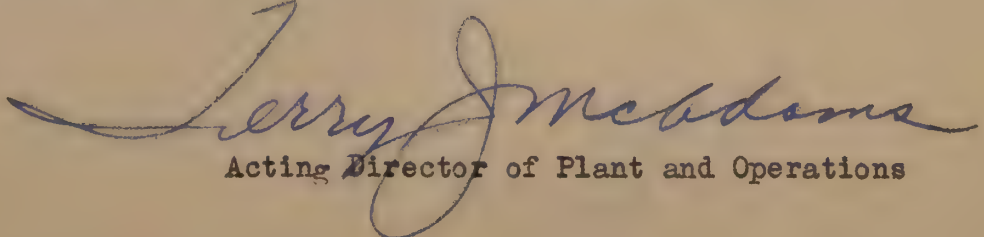
Reports of acquisition or release of non-federal free space are not, however, required.

Copies of each report of leasing action, as well as reports of non-Federal free space occupancies, are still required to be submitted through agency channels to this Office.

Superseded Procedure. The procedure outlined in this Supplement supersedes the Memorandum to Heads of Agencies, dated December 27, 1950, relating to semi-annual space reports, and in part, that portion of Plant and Operations Memorandum No. 8, dated April 17, 1950, as modified by Supplement No. 2, dated April 10, 1951, entitled "Notification of need of Real Property (7.c.(3))."

Administrative Regulations. With the issuance of Real Property Management Regulation No. 3, we are now in a position to incorporate in Title 4 of the Administrative Regulations the material contained in Plant and Operations Memorandum No. 8, as amended, and this action is currently being taken.

Attachment


Acting Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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OFFICE OF PLANT AND OPERATIONS

April 8, 1953

PLANT AND OPERATIONS MEMORANDUM NO. 8, SUPPLEMENT NO. 4

Subject: Fair Value and Reimbursement in Connection with
Transfers of Real Property

There is attached a copy of Public Buildings Service Circular No. 1, Supplement 6, revising regulations in connection with fair value and reimbursement in connection with the transfer of real property between Government agencies. This supplement, based on a revision of the Federal Property and Administrative Services Act of 1949, changes existing procedures to provide that in certain cases real property can be obtained from other Federal agencies without reimbursement whereas the previous regulation and law provided that in all cases reimbursement for such transfers was required.

In accordance with the provisions of the Circular, the following procedure is applicable to the Department of Agriculture:

1. Agency requests for transfer of excess real and related personal property shall be submitted to the Office of Plant and Operations which will in turn submit the request to the appropriate Regional Office of the General Services Administration. The certificate and justification required by Section 3.b. of the Circular shall be submitted to the Office of Plant and Operations in quadruplicate.
2. Where property is not required to be reported as excess to the General Services Administration as provided in Section 3.d. of the Circular and a request is received from another Government agency for such property, the necessary transfer document, together with the determination of value by the agency of the Department having custody of the property, shall be submitted to the Office of Plant and Operations in order that the transfer may be effected.
3. In accordance with the provisions of the Federal Property Administrative Services Act of 1949, as amended, the requirement for reimbursement in connection with transfer of real property is not applicable to transfers within the Department.

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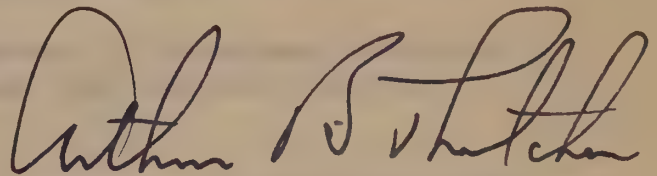
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Attention is called to Paragraph 2.a. of the Circular reiterating the requirement that the needs of real property shall be made known to the General Services Administration prior to acquisition. Advice of need may be filed directly with the appropriate Regional Office, but requests for transfer of specific properties shall be forwarded to the Office of Plant and Operations as outlined above.

It should be remembered that notwithstanding the procedure set forth in this Supplement, an Agency is required to have authority to acquire real property before any transfer can be accepted (see 4 AR 25). However, the procedure outlined under Paragraph 2.c. of the Supplement may be used where an Agency does not have authority to acquire real property. Such requests involving both land and buildings shall be processed through the Office of Plant and Operations, but requests for building space only may be sent direct to the General Services Administration by agencies having delegated space acquisition authority.

It is suggested that proposed acquisition or transfers be discussed informally with the Real Estate Division of this Office prior to the submission of formal requests.

A handwritten signature in dark ink, appearing to read "Arthur B. Litchman". The signature is fluid and cursive, with the first name "Arthur" being more legible than the last name "Litchman".

Director of Plant and Operations

Attachment

Mimeographed & distributed by Real Estate Div., P&O

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Plant and Operations
Washington 25, D. C.

DISTRIBUTION:

To all holders of
AR Title 4

June 28, 1950

PLANT AND OPERATIONS MEMORANDUM NO. 9

Disposition of Records

It has been brought to the attention of this Office that certain authorities contained in manuals for the disposition of official records are, under specific circumstances, no longer applicable. O.P.O. Publication No. 1 (Rev.) Supplements 1 and 2 contain authorities for the disposition of unsuccessful applications for employment that are inconsistent with subsequent instructions in the Federal Personnel Manual. The inspection of certain of these applications by the Civil Service Commission as provided in the Federal Personnel Manual makes it necessary to retain such records for a longer period of time than previously specified. It will be necessary, therefore, to amend the disposition manuals to conform with instructions in the Federal Personnel Manual.

O.P.O. Publication No. 1 (Rev.) Supplement 2, "Department Schedule for the Disposal of Records" dated June, 1947 has the following entry on page 11:

Item No.	Description	Period of Time to be Retained
1	Unsuccessful application for employment and all supporting papers and correspondence relating thereto, EXCLUDING records relating to appointments requiring Senatorial confirmation and other appointments involving Presidential attention.	1 year

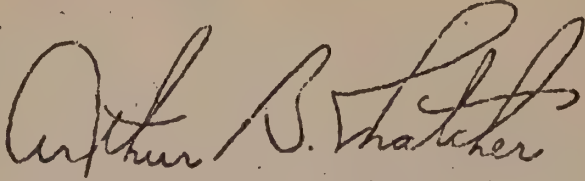
The foregoing should be amended by adding the following:

Applications for employment filed with an agency for temporary appointment under Part 2 of Civil Service Regulations may be disposed of only under circumstances enumerated in R2-19.01 of the Federal Personnel Manual.

Standard Form 57 is also governed by the amendment noted above. It is listed in O.P.O. Publication No. 1 (Rev.) Supplement 1, "Disposition of Official Records, Standard Form Records" dated May, 1946.

In addition, any agency records disposal authorities for records of this type should be amended in a similar manner.

This information should be made available to records officers and others responsible for the retention and disposition of official records.


Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 15, 1951

OFFICE OF PLANT AND OPERATIONS

PLANT AND OPERATIONS MEMORANDUM NO. 10

Contingent or Other Fees

Purpose: The General Services Administration has required in General Circular No. 2, Revised, dated March 13, 1951, that Government agencies make inquiry about the payment of contingent fees and insert a covenant against contingent fees in contracts. This Memorandum, therefore, prescribes the forms of the covenant and procedure applicable to real property contracts. The instructions in this Memorandum are issued pursuant to the Federal Property and Administrative Services Act of 1949 and consistent with the provisions thereof.

Copies of Circular: Since the Office of Budget and Finance is making wide distribution of General Circular No. 2, Revised, with Budget and Finance Memorandum No. 153, dated May 31, 1951, copies of the Circular are not attached to this Memorandum. The Circular should, however, be carefully read. Applicable sections of the Circular from which the procedure outlined in this Memorandum is obtained are indicated in parenthesis.

Contracts Covered (2): The provisions of the Circular and this Memorandum are applicable to purchase of real property; lease of real property for Government use; and sale or lease of Government-owned real property.

Form of Covenant (3): The following forms of covenants are provided for inclusion in every negotiated or advertised real property contract:

a. Purchase of Real Property (3(a))

"The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty the Government shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration the full amount of such commission, percentage, brokerage, or contingent fee."

b. Lease of Real Property for Government Use (3(c))

"The Lessor warrants that no person or selling agency has been employed or retained to solicit or secure this lease upon an agree-

Section 10 of the Act

The first section of the Act requires that every person who is engaged in the business of selling or offering for sale any goods or services, whether or not such person is a citizen of the United States, shall register with the Federal Trade Commission. The registration shall include the name of the person, the address of the place of business, and a description of the goods or services sold or offered for sale. The registration shall be renewed annually.

The second section of the Act requires that every person who is engaged in the business of selling or offering for sale any goods or services, whether or not such person is a citizen of the United States, shall file with the Federal Trade Commission a statement of the person's financial condition. The statement shall include the person's assets, liabilities, and net worth. The statement shall be filed annually.

The third section of the Act requires that every person who is engaged in the business of selling or offering for sale any goods or services, whether or not such person is a citizen of the United States, shall file with the Federal Trade Commission a statement of the person's sales. The statement shall include the person's sales for the preceding year. The statement shall be filed annually.

The fourth section of the Act requires that every person who is engaged in the business of selling or offering for sale any goods or services, whether or not such person is a citizen of the United States, shall file with the Federal Trade Commission a statement of the person's expenses. The statement shall include the person's expenses for the preceding year. The statement shall be filed annually.

The fifth section of the Act requires that every person who is engaged in the business of selling or offering for sale any goods or services, whether or not such person is a citizen of the United States, shall file with the Federal Trade Commission a statement of the person's advertising. The statement shall include the person's advertising for the preceding year. The statement shall be filed annually.

The sixth section of the Act requires that every person who is engaged in the business of selling or offering for sale any goods or services, whether or not such person is a citizen of the United States, shall file with the Federal Trade Commission a statement of the person's compliance with the Act. The statement shall include the person's compliance with the Act for the preceding year. The statement shall be filed annually.

ment or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Lessor for the purpose of securing business. For breach or violation of this warranty the Government shall have the right to annul this lease without liability or in its discretion to deduct from the rental or consideration the full amount of such commission, percentage, brokerage, or contingent fee."

c. Sale of Government-owned Real Property (3(b))

(Note: The following clause is in the form substantially as set forth in Article 13 of Sale of Government Property--Invitation, Bid, and Acceptance, Standard Form 114, Aug. 1950 ed.)

"Purchaser warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Purchaser for the purpose of securing business. For breach or violation of this warranty, the Government shall have the right to annul this contract without liability or in its discretion to require the Purchaser to pay, in addition to the contract price or consideration, the full amount of such commission, percentage, brokerage, or contingent fee."

d. Lease of Government-owned Real Property (3(c))

"Lessee warrants that no person or selling agency has been employed or retained to solicit or secure this lease upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Lessee for the purpose of securing business. For breach or violation of this warranty, the Government shall have the right to annul this lease without liability or in its discretion to require the Lessee to pay, in addition to the rental or consideration, the full amount of such commission, percentage, brokerage, or contingent fee."

Representations from Prospective Contractors (5):

An inquiry shall be made and written representations secured from prospective contractors as to whether they have employed or retained any company or person (other than a full-time employee) to solicit or secure the contract if the contract price under advertisement exceeds \$25,000 or, if negotiated, \$1,000. (7). The procedure is not applicable to contracts made in a foreign country (8). Where an invitation to bid is

issued, this inquiry shall be made by requiring the bidder to check the appropriate box in the following statement:

"The bidder represents that he ☐ has, ☐ has not, employed or retained a company or person (other than a full-time employee) to solicit or secure this contract, and agrees to furnish information relating thereto as requested by the contracting officer."

(Note: The foregoing statement appears on the face of Standard Form 33--Invitation, Bid and Award--Nov. 1949 4c.; and Standard Form 114--Sale of Government Property, Invitation, Bid and Acceptance--Aug. 1950 ed.)

Standard Form 119 (6): When the answer to the inquiry is "Yes" a completed Standard Form 119, "Contractor's Statement of Contingent or Other Fees," shall be secured from the successful bidder or contractor. If a Standard Form 119 has been previously furnished by the contractor a supplementary statement that the information previously furnished is current and correct shall be secured.

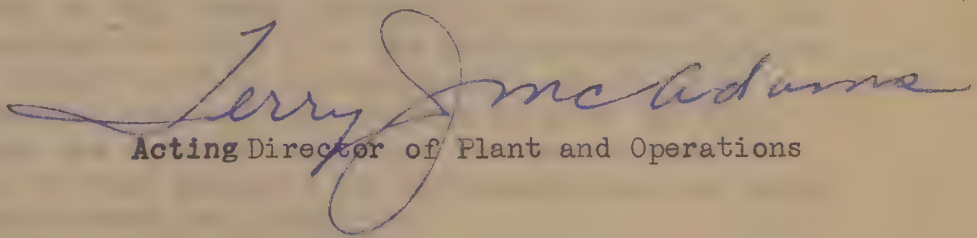
Enforcement (9): The Circular prescribes methods of obtaining the required information and action to be taken in the event of noncompliance by a bidder or contractor which are self-explanatory.

Records (10): The Circular provides that complete records shall be kept.

Forms (11): Standard Form 119 is stocked by Central Supply Section.

Effective Date (12): This procedure is effective immediately.

Further Information: Mr. Mackey W. White, Chief, Real Estate Division of this Office should be contacted if there are further questions concerning the provisions of this Memorandum.


Acting Director of Plant and Operations

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 24, 1953

OFFICE OF PLANT AND OPERATIONS

PLANT AND OPERATIONS MEMORANDUM NO. 10, SUPPLEMENT NO. 1

Contingent and Other Fees

General Services Administration General Regulation No. 12 of December 29, 1952, cancels and supersedes General Services Administration General Circular No. 2, Revised, dated March 13, 1951, on contingent and other fees, which was the subject of Plant and Operations Memorandum No. 10.

The effect of General Regulation No. 12 is to make the following changes in the previously issued order:

1. The addition of a section giving general principles and standards applicable to the covenant.
2. Require a broader representation and agreement from prospective contractors.
3. The addition of an interpretation of the representation.
4. Revision of the prescribed Standard Form 119, Contractor's Statement of Contingent or Other Fees, to obtain more information if a contractor gives affirmative answers to the representation.
5. Addition of certain contracts to the list of exceptions. These additions are not pertinent in real property contracts.

While General Regulation No. 12 was not distributed within the Department, Amendment No. 84, dated January 29, 1953, inserted the pertinent textual changes in Title 5 of the Administrative Regulations and agencies should refer to Paragraphs 259 and 273.5 of Title 5 for more detailed information, keeping in mind the fact that those provisions are equally applicable to the purchase of real property, lease of real property for Government use, and sale or lease of Government-owned real property.

REGULATIONS

The covenants prescribed in Plant and Operations Memorandum No. 10 must be inserted in every contract as prescribed therein; and the exception of certain contracts as shown in General Regulation No. 12 is applicable only to securing the representation and further information on Standard Form 119.

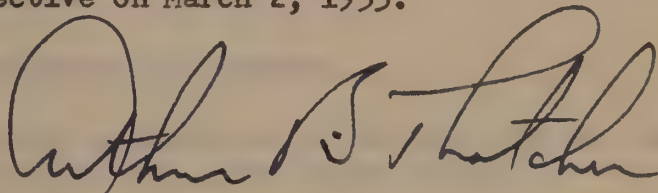
Plant and Operations Memorandum No. 10 is superseded only to the extent that:

1. The references to General Circular No. 2 should be changed to General Regulation No. 12.
2. The reference to Budget and Finance Memorandum No. 153 should be changed to Paragraphs 259 and 273.5 of Title 5 of the Administrative Regulations.
3. The representation specified under "Representations from Prospective Contractors" should now read:

"The bidder [(or) contractor] represents: (a) that he [] has, [] has not, employed or retained any company or person (other than a full-time bona fide employee working solely for the bidder [(or) contractor]) to solicit or secure this contract; and (b) that he [] has, [] has not, paid or agreed to pay to any company or person (other than a full-time bona fide employee working solely for the bidder [(or) contractor]) any fee, commission, percentage or brokerage fee, contingent upon or resulting from the award of this contract, and agrees to furnish information relating thereto as requested by the contracting officer. (Note: For interpretation of the representation, including the term "bona fide employee," See General Services Administration Regulations, Title 41, secs. 150.7 and 150.5(d) Fed. Reg. Dec. 31, 1952, Vol. 17, No. 253)."

4. Reference to Standard Form 119 should be to Standard Form 119 (December 1952 ed.).

The revised Regulation is effective on March 2, 1953.



Director of Plant and Operations

*Duplicated & Distributed by Real Estate Division
Excess Copies in Real Estate Division
Ed. L. L. L.*

... of certain documents as shown in General Regulation No. 12. It is only to securing the transmission and further information on Standard Form 119.

... and operations concerning No. 10 is answered only to the extent that:

... to General Regulation No. 12. It should be observed that General Regulation No. 12.

... to General Regulation No. 12. It should be observed that General Regulation No. 12.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

December 7, 1951

PLANT AND OPERATIONS MEMORANDUM NO. 11

Space Reporting

- I. Purpose. This memorandum provides a revised method of space reporting. It includes the applicable regulations of the General Services Administration, and provides for an annual inventory of space holdings to be reported to the Office of Plant and Operations.
- II. Reports to the General Services Administration. Real Property Management Regulation No. 3, dated June 21, 1951, specifies forms and procedures for reporting space occupancy and space use to the General Services Administration. These regulations are as follows:
 - A. Space Use.
 1. Occupancies covered. Office, storage and related space in Federally owned and leased buildings in cities of 25,000 ^{and more} ^{over} population and office, storage, and related space in cities of less than 25,000 population when such space is under the control of the General Services Administration. Occupancies in metropolitan area of Washington, D. C. are covered by a separate procedure outlined below. There are certain buildings of the Department exempted as specified in the Regulation. In addition, the following occupancies need not be reported to the General Services Administration:
 - a. Non-Federal free space.
 - b. Desk space for use of one person in space reported by others.
 - c. Intermittent occupancy, such as one day a week, in space reported by others.
 - d. Space under cooperative agreements.
 2. Date required. Reports prepared as of December 31 and June 30 of each year are due five days after those dates.

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3. Form. Standard Form 123, Report of Space Use by Building (Outside the District of Columbia), shall be submitted in an original and two copies for each occupancy to the appropriate Regional Office of the General Services Administration. Forms shall be procured by the agencies direct from the same source as other Standard Forms are secured.
4. Metropolitan Area of Washington, D. C. Standard Form 111, Agency Space Report (For District of Columbia and Adjacent Areas), shall be submitted as requested by the Office of Plant and Operations (Now required bi-monthly and due on the last day of August, October, December, February, April and June, covering occupancies on those days).

B. Space Occupancy.

1. Occupancies covered. Leases of general purpose space executed under authority delegated to the Department of Agriculture by the Administrator of General Services on December 14, 1950, under Reorganization Plan No. 18 of 1950. This includes not only original leasing action but also supplemental agreements, renewals and terminations affecting those leases, regardless of whether or not it was necessary to file a Standard Form 81 (See Plant and Operations Memorandum No. 8, Supplement 3) with the General Services Administration.
2. Date required. Upon completion of the action.
3. Form. Standard Form 123, Report of Space Use by Building (Outside the District of Columbia), should be used and the following additions to that form should be made:
 - a. Type at the top of the form "This is a lease report under delegated authority."
 - b. Under remarks add the following data:
 - (1) Renewal rights.
 - (2) Period of lease.
 - (3) Termination rights.
 - (4) Facilities and services furnished by the Lessor.
 - (5) Lessor's name and address.

The forms should be submitted in an original and one copy to the appropriate Regional Office of the General Services Administration.

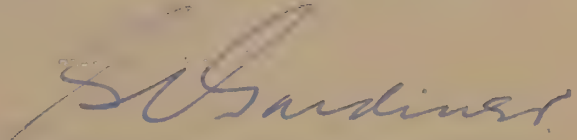
III. Reports to Plant and Operations.

- A. Occupancies covered. This includes all space occupancies, including space in Federal buildings under the control of either the General Services Administration, the Post Office Department or other Government agency; leased space; non-Federal free space; and Department controlled buildings. It does not include space occupied under cooperative agreements except for major field offices as specified in 1 AR 680 (See III.B. below).
- B. Date required. Annually, as of December 31 of each year, except that, in addition, changes during the year in space occupancies of offices, the establishment, consolidation, change in location, or abolition of which are required to be approved by the Assistant Secretary under 1 AR 680 ("(a) any field office (other than temporary offices) serving one or more states, or other major field office, or (b) any regional or other administrative area that includes two or more States or that cuts across a State line (other than temporary administrative areas and national forests and their subdivisions.)") shall be reported as such changes in space or rental occur.

Reports shall be submitted to the Office of Plant and Operations on or before January 15 of each year.

- C. Form. Standard Form 123, Report of Space Use by Building (Outside the District of Columbia) shall be used for all reports except as otherwise noted. The forms shall be prepared and submitted to the Office of Plant and Operations as follows:
1. Occupancies, the space use of which is required to be reported to the General Services Administration. One copy of the report submitted as of December 31 as provided in II.A. above.
 2. Leased space. Where the space use of leased space is not required to be reported to the General Services Administration (See II.A. above), one copy of Standard Form 123 presenting the occupancy as of December 31, (This may be a copy of the report submitted to General Services as provided in II.B. above, if it represents the occupancy as of December 31.)
 3. Federal Building under control of Post Office Department. One copy of Standard Form 123. There should be added a notation of the room numbers of the rooms occupied. A complete report of all occupancies in buildings under the control of the Post Office Department will be required as of December 31, 1951, but thereafter an affirmative letter or listing showing each location where occupancy has been terminated or where there has been no change in occupancy will be acceptable. In case of change, a revised report shall be submitted.

4. Department controlled buildings. Further instructions concerning the reporting of these buildings will be issued at a later date; however, copies of space use reports of such buildings submitted to the General Services Administration as of December 31 as required by II.A. ^{above} shall also be forwarded to the Office of Plant and Operations.
 5. Buildings controlled by Other U. S. Government Agencies. A report of each occupancy on Standard Form 123.
 6. Non-Federal free space. One copy of Standard Form 123. A completed report of all occupancies will be required as of December 31, 1951, but thereafter an affirmative report for each location by letter or listing indicating there has been no change or that the occupancy has been terminated will be acceptable. In case of change, a new report shall be submitted as of December 31.
 7. Part-time or casual occupancies. A letter report listing each such location shall be submitted as of December 31, 1951, and revised each December 31, thereafter. In case that definite space is leased or assigned in Federal Buildings, it should be reported as required above.
 8. Cooperative Agreements. A report of each occupancy on Standard Form 123 when the office is a major field office as defined by 1 AR 680.
 9. Changes in space occupancy. Where changes in space are required to be reported to the Office of Plant and Operations in between annual reports as provided in III.B. above, a copy of the Occupancy Confirmation (GSA Form 65) for space furnished by the General Services Administration or a revised Form 123 will be acceptable.
- IV. Superseded Regulations. This memorandum supersedes those parts of Plant and Operations Memorandum No. 8, Supplement 3, relating to space occupancy and space use reporting, and Paragraphs 128 to 132, inclusive, of Title 4 of the Administrative Regulations relating to reporting of space in Federal Buildings. The use of Form AD-251, Report of Space in Federally-owned Buildings, is discontinued.
- V. Administrative Regulations. The contents of this memorandum will be incorporated in Title 4 of the Administrative Regulations.


Acting Director of Plant and Operations

Further instructions concerning the reporting of these activities will be issued at a later date; however, no set of rules or reports of such activities should be submitted to the General Services Administration as of this date.

Report of each case and on the following form:

For each report of all occurrences will be required as of December 31, 1951, but thereafter an affirmative report for each location by letter or listing indicating there has been

changes. A letter report listing each location shall be submitted as of December 31, 1951, and revised each year or 31, thereafter. In case that facilities reported as required above.

IV. Reporting of Changes. This requirement encompasses those parts of the report which are required to be submitted to the General Services Administration, and includes the 128 to 132, inclusive, of the Administrative Management Reporting to be submitted at the end of each year. The use of form A-201, Report of Changes in Government Buildings, is also required.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

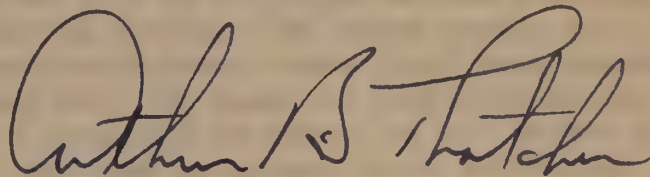
OFFICE OF PLANT AND OPERATIONS

February 12, 1952

PLANT AND OPERATIONS MEMORANDUM NO. 11, SUPPLEMENT 1

Space Reporting

In accordance with the letter of the Administrator of General Services, to the Secretary of Agriculture, dated February 7, 1952, the text of which is printed on the reverse of this Memorandum, it is no longer necessary to furnish the General Services Administration a digest of leasing actions executed under delegated authority. Therefore, Section II B, entitled "Space Occupancy," of Plant and Operations Memorandum No. 11, dated December 7, 1951, is deleted in its entirety.



Director of Plant and Operations

...with the fact of the Administrator of General
...the fact of which is written on the reverse of this
Memorandum, it is no longer necessary to furnish the General
under detailed authority. Therefore, section II, entitled
"Space Occupancy," of Plans and Operations Memorandum No. 11,
dated December 7, 1961, is deleted in its entirety.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

October 7, 1952

PLANT AND OPERATIONS MEMORANDUM NO. 12

Regulations for the Use of Parking Spaces

Public Law 566, 80th Congress, approved June 1, 1948, authorized the Administrator of General Services Administration to make rules and regulations for the government of Federal properties under their control. On April 1, 1949, the Administrator of General Services Administration promulgated rules and regulations governing public buildings and grounds, and these regulations are posted in the public corridors and parking areas of the Agriculture buildings. One of these regulations specifically prohibits parking without permission or parking in unauthorized locations. On May 13, 1952, an agreement was reached by General Services Administration with the Metropolitan Police Department of the District of Columbia under which the Metropolitan Police would tag all cars illegally parked, and, in the case of flagrant violators, would impound the vehicles.

In order to aid the Public Buildings Service, General Services Administration, in carrying out the enforcement of parking regulations, it has been decided to eliminate the use of parking permits as heretofore used by the Department and to substitute in their place a 3 $\frac{1}{2}$ "x8" identification card or permit which will be displayed on the sun-visor of each car using Agriculture parking spaces. The court number and space must be lettered on the cards with heavy black lines with numbers at least one inch (1") high, along with the name and telephone extension of the driver of the car. A card must be issued to the driver of each car in a car pool and each card must be signed by an authorized representative of the agency to which the space is assigned. Each agency should advise the Real Estate Division of this Office of all persons authorized to sign the permits. The card must be displayed on the sun-visor (driver's side), and the sun-visor lowered so the card will be readily visible to the guards from the driveway side of the car when it is parked in an official parking space.

It is mandatory that all cars authorized to park in the assigned parking spaces display the official permit, as any car found without proper identification will be treated as illegally parked and owners will be subject to the same penalties as illegal parkers upon the streets of the District of Columbia.

REGULATIONS

The Parking Permit, Form AD-153 (Rev.), shall be obtained by the agencies from Central Supply Section by requisition on Form AD-14 in the same manner as other forms.

The contents of this memorandum will be incorporated in Title 4 of the Administrative Regulations.

W. S. Furnan

Acting Director of Plant and Operations

Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
Washington 25, D. C.

December 4, 1952

Original memo in B+7

DISTRIBUTION
Short List

PLANT AND OPERATIONS MEMORANDUM NO. 13 BUDGET AND FINANCE MEMORANDUM NO. 234

Consolidated Telephone and Telegraph Billings

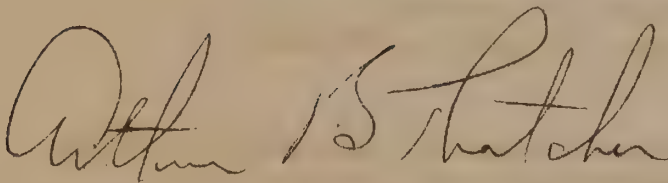
The new voucher-scheduling procedures prescribed by General Accounting Office General Regulations No. 115-Revised, have necessitated some changes in the processing of consolidated telephone and telegraph billings for the Department. Hereafter, the following instructions shall be observed by all agencies:

1. Upon receipt of the consolidated telephone and telegraph invoices, together with supporting documents, the Office of Plant and Operations shall send each agency Form P&O 110-Toll Call or Telegraph Liability and Certification, in triplicate, showing the respective agency liability, and supported by copies of toll tickets or telegrams, as the case may be. The Form P&O 110 for the telephone billing will also be accompanied by a copy of the invoice for the individual agency. Form P&O 111, Statement of Differences, shall be sent, in triplicate, to each agency.
2. Each agency shall audit its respective liability; prepare any necessary statement of differences on Form P&O 111; certify one copy of Form P&O 110; and prepare Standard Form 1166, Voucher and Schedule of Payment, listing thereon the applicable appropriation symbols and charges, and indicating in the body of the form the following statement:

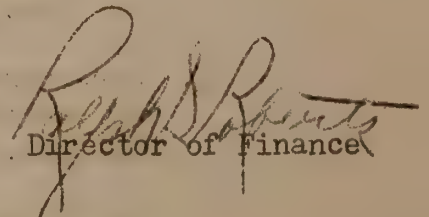
"See Office of Secretary A/C, period _____
for original paid copy S.F. 1166 and Invoice
No. _____."

3. Each agency shall send to the Office of Plant and Operations the certified copy of Form P&O 110; the original Form P&O 111, and original and one copy of S.F. 1166.
4. The Office of Plant and Operations shall prepare and certify a consolidated master S.F. 1166, showing the total approved payment with an attached summary listing indicating agency name, appropriation symbol and respective charge, and shall prepare a consolidated statement of differences, in triplicate.

5. The Office of Plant and Operations shall transmit the original and two copies of the master S.F. 1166 and of the appropriation summary listing to the disbursing officer for payment. The original consolidated statement of differences will be sent to the vendor.
6. The Office of Plant and Operations shall forward to the Bureau Accounting Services, Office of Budget and Finance, the original and any additional copies of the invoices, a copy of the master S.F. 1166, a copy of the consolidated statement of differences, and all the copies of the S.F. 1166 prepared by the agencies.
7. The Bureau Accounting Services, upon receipt of the original and accomplished copy of the master S.F. 1166 from the disbursing officer, shall transcribe the D. O. number, date paid, A/C period, and invoice number to the agency copies of the S.F. 1166 and return them to the agencies.
8. The individual agency accounts current shall be supported by the agency S.F. 1166 to which this paid data has been transcribed. The original master S.F. 1166, and the original invoice shall be kept by the Bureau Accounting Services with the accounts current for the Office of the Secretary.
9. The agencies will have available for their files the following:
 - (a) Two copies of Form P&O 110
 - (b) Copies of toll tickets and telegrams
 - (c) One copy of telephone invoice
 - (d) Two copies of Form P&O 111
 - (e) Three unaccomplished copies of S.F. 1166
 - (f) The original and one copy of S.F. 1166 to which paid data has been transcribed by the Bureau Accounting Services.



Director of Plant and Operations



Director of Finance

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON 25, D. C.

July 22, 1953

CIRCULAR NO. A-18

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Policies on construction of housing for Federal personnel

1. Purpose. This Circular prescribes the conditions under which construction of federally owned housing (exclusive of military barracks) for Federal personnel and for employees of Government contractors is justified (paragraphs 2 and 3). With respect to family housing, it prescribes criteria for determining the number of rooms to be provided and the types of dwellings to be constructed (paragraphs 4, 5 and 6); and it promulgates the booklet, "Design Standards for Construction of Permanent Family Housing for Federal Personnel" (paragraphs 7-9). The term "construction" as used herein includes conversions of structures for quarters use.

2. Conditions which justify construction. The construction of housing is normally justified only for the housing of the permanent complement of stations expected to be in operation at least 25 years, and under the following conditions:

- a. At remote stations or foreign service posts where no private quarters are available for rent.
- b. Where it is determined that necessary service cannot be rendered or property of the United States cannot be adequately protected unless Government quarters are constructed at or near the station.

Proposals for housing that do not qualify under the above will not receive favorable consideration unless it can be shown that some other unusual condition justifies its construction. Where emergency conditions exist, temporary housing may be justified at stations expected to be in operation less than 25 years; however, such construction must qualify under either 2a or 2b above.

3. Criteria for justifying construction. Where remoteness of station is the reason for proposing construction of quarters, agencies must demonstrate: (a) that there is no private rental housing available within reasonable commuting distance, (b) that consideration has been given to any prospective supply of housing within commuting distance that can reasonably be expected to come onto the market.

Where the agency claims that necessary service cannot be rendered or property of the United States cannot be adequately protected unless

Government quarters are constructed, it must be demonstrated either (a) that the personnel to be housed cannot be permitted to live away from the station, even in the immediate vicinity, or (b) where residence in the immediate vicinity is permissible, that private rental housing is not available nor is expected to become available.

Reasonable commuting distance will, as a general rule, be considered that distance requiring travel time of not more than two hours per round trip by automobile or public transportation, or an expense per person of not more than \$1 per round trip by public transportation. However, this general rule can be modified, taking into account the accessibility of the Government station, the ready availability of transportation facilities and the local commuting habits in the area in which the construction is being proposed. Where the general rule as stated above has been modified, the agency proposing construction must be able to show that the time and cost required to reach the Government installation seriously impairs the agency's ability to recruit and hold employees.

Where lack of private rental housing is advanced as justification for construction, one of the following conditions must be shown to exist and likely to be of extended duration: (a) that insufficient housing is being offered for rent within the means of the employees; (b) that the housing offered for rent is substandard; (c) that employees subject to rotation cannot obtain leases permitting them to vacate on 30 days notice, or where they can, that the rents charged are substantially higher than normal rents for comparable units in the community.

4. Determination of the number of rooms to be provided in family housing. The number of rooms to be provided in proposed construction must be based on the size and normal composition of families to be housed. Exception to this is permissible with respect to houses for civilian directors or military commanders of large stations, for military officers of general or flag rank, chiefs of Foreign Service missions, and Foreign Service officers with the rank of career minister. The table below indicates the total number of rooms and bedrooms which should be planned for families of varying sizes.

<u>No. of persons in household</u>	<u>Total no. of rooms* to be provided</u>	<u>No. of bedrooms</u>
2	3	1
3	4	2
4	4½ or 5	2 or 3**
5 or more	5, 5½, or 6	3

- * A room is a living space of substantial size, such as a living room, bedroom, kitchen, finished attic or basement, or other space suitable for living purposes. A half room is a small space used for living purposes, such as a kitchenette, dinette, breakfast-nook, dressing room, or reception room. No count is made of bathrooms, strip or pullman kitchens, halls or foyers, alcoves, pantries, laundries, storage rooms, or unfinished attics and basements.

** Dependent on family sex composition.

5. Determination of number of families to be housed and pattern of housing required. The agency should determine the number of families to be housed, and the probable pattern of their size and composition. Most frequently, the agency will be adding a limited number of houses at a station where some housing already exists. Under these circumstances, the agency should first make certain that existing housing is properly assigned according to family size. Assuming a proper utilization of existing housing, it should then determine what further construction, if any, is required to establish a proper pattern of housing at the station. This determination should be based on a study of the pattern experienced in recent years, modified as necessary by any changes likely to occur as a result of adjustments in staffing patterns, etc. The determination must discount temporary and unusual peak numbers of employees at the station. Three general situations with basically different housing requirements will occur.

- a. Small station: Where only 1 to 5 Government houses are to be supplied at a station, it is likely that no stable pattern of family status can be predicted on a statistical basis. Since the number of houses is small, the most reasonable method of meeting the housing requirement is to supply 2- to 3-bedroom houses in the necessary amount.
- b. Medium size station: Where 5 to 25 Government houses are to be supplied, the group is probably still too small to expect a stable statistical pattern of family status for employees, but it is too large to permit building all 2- to 3-bedroom houses to meet this need. Under these circumstances, the agency should seek to develop a flexible housing supply which can meet varying needs (see paragraph 6 below).
- c. Large station: Where more than 25 Government houses are to be supplied, it is reasonable to expect that a fairly stable distribution pattern of family status exists. Under these circumstances, the agency should determine what this distribution pattern is and, utilizing the table given above, should plan to provide the appropriate number and distribution of rooms.

6. Types of family dwellings to be constructed. Except where it can be shown to be clearly impracticable, multiple-family dwellings (apartment, row, or twin-type dwellings) will be constructed rather than detached dwellings. Multiple-family dwellings are not only more economical to construct and to maintain, but also can be designed so as to afford flexibility in the number of rooms per dwelling unit, and thus accommodate shifts occurring from time to time in the family pattern of the station complement.

The type of dwellings to be constructed will also be governed by the amount of rent that the occupants can afford to pay. Rents are required to be based on prevailing rates in the local market for comparable accommodations (see Bureau of the Budget Circular No. A-45, Revised June 3, 1952). Hence, care must be taken to avoid construction of dwellings that would rent at rates beyond the means of the occupants.

7. Design standards. At the request of the Bureau of the Budget, the Housing and Home Finance Agency has developed a booklet, "Design Standards for Construction of Permanent Family Housing for Federal Personnel," for use by agencies in planning construction of permanent family housing. Its purpose is to provide standards of livability, durability, safety, and sanitation, which will be adequate without imposing an unreasonable and uneconomical burden of cost upon the Government. This booklet is now ready for printing.

8. Compliance with design standards. Budget requests and apportionment requests for money for the construction of family housing shall be based upon compliance with the approved design standards. Exceptions, if any, should be plainly set forth in the budget request or apportionment request.

9. Copies of the design standards. Copies of the design standards booklet may be obtained by the agencies by either ordering them directly from the Public Printer under jacket number 258335 prior to printing, or by purchasing them subsequently from the Superintendent of Documents.

JOSEPH M. DODGE
Director

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Budget and Finance
Washington, D. C.

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August 27, 1953

DISTRIBUTION
Short List

BUDGET AND FINANCE
MEMORANDUM NO. 261

PLANT AND OPERATIONS
MEMORANDUM NO. 14

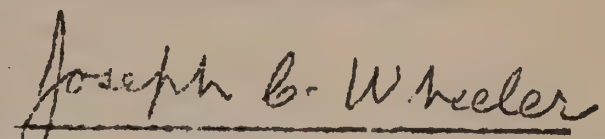
MEMORANDUM TO HEADS OF AGENCIES

Subject: Policies on Construction of Housing for Federal Personnel

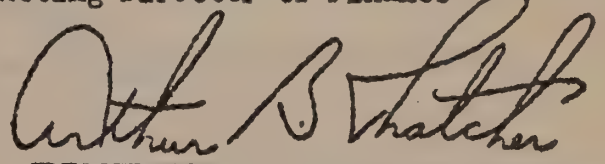
Budget Bureau Circular A-18, a copy of which is attached, prescribes the conditions under which construction of Federally owned housing for Federal personnel and for employees of Government contractors is justified. Housing of this type to be constructed by any agency of the Department must meet the terms of the criteria set forth in this circular.

Whenever a Department agency proposes specific amounts in its budget estimates for construction of housing for employees, a full explanation should be included in the justification to indicate compliance with the criteria contained in Circular A-18 and design standards described therein.

Copies of the design standards booklet referred to in Circular A-18 may be obtained from the Superintendent of Documents, Government Printing Office at 25¢ per copy. Any questions regarding these standards or other design or construction problems should be referred to the Real Estate Division, Office of Plant and Operations.



Acting Director of Finance



Director of Plant and Operations

Attachment

This memorandum is to be codified
the Administrative Regulations.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

*File
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APR 5 1954

OFFICE OF PLANT AND OPERATIONS

PLANT AND OPERATIONS MEMORANDUM NO. 45

Regulations of General Services Administration Relating to
Real Property Management

There are transmitted herewith copies of Title 2, Real Property Management, of the Regulations of the General Services Administration, and Supplement 1 to that Title.

As will be noted, these Regulations are essentially a codification of existing regulations. Certain procedures have been modified as outlined in the cover letter, and additional authority to dispose of surplus real property has been delegated by subsection 201.02.c of Chapter V. Space reporting regulations are not included in the codification, but the procedures contained in Real Property Management Regulations No. 3, as amended, have been continued in effect.

There is in process a revision of the pertinent provisions of Title 4 of the Administrative Regulations which will incorporate the procedures and regulations contained in the General Services Administration Regulations. Pending issuance of the amendments to the Administrative Regulations, Plant and Operations Memorandums Nos. 8 and 11, as amended, should be used.

Jerry J. McDonald
Acting Director of Plant and Operations

Attachments

SPACE

... of the Regulations of the ...
... Supplement I to that title.

... be noted, these Regulations are essentially a codification
... the Regulations of the ...

... real property has been deleted by subsection 601.2(a.2)
... of the Regulations of the ...

... of the Administrative Regulations which will incorporate
... Administrative Regulations. "The issue of the Regulations to
... Administrative Regulations, Plant and Operations Regulations
... 8 and 11, as amended, should be used.

... Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

APR 16 1954

*Attended made
4/19/54
J. Lee*

PLANT AND OPERATIONS MEMORANDUM NO. 16

Inventory of Federal Real Estate

There are attached copies of General Services Administration Circular No. 80 and Supplement 1 thereto, requesting that an inventory of Federal real estate be made as of December 31, 1953 in accordance with forms and procedures. The Circular further provides that reports are to be submitted to the General Services Administration not later than September 1, 1954.

In preparing the forms the following instructions should be observed:

1. Holding Agency Number (Block 2) - Each agency should number the forms as follows: A (for Agriculture)-agency initials-number, for example A-ARS-1.
2. Holding Agency (Block 5) - The word "Agriculture" shall be inserted.
3. Signature (Block 28) - The authorized agency official shall sign the form.
4. Forms - GSA Form 1166 will be stocked by the Real Estate Division.
5. Submission of Reports - Completed forms should be transmitted in quadruplicate to this Office. They should be submitted in groups rather than singly, and if possible, the entire agency report should be transmitted at one time. It is expected that all reports will be in this Office not later than August 23, 1954.

The General Services Administration has indicated that it will provide representatives to discuss special agency problems and arrangements therefor or questions concerning Department procedure should be directed to the Real Estate Division of this Office, Extension 5225.

J. R. Mangham
Director of Plant and Operations

Attachments

SPACE

INVESTIGATION OF ALLEGED VIOLATIONS OF
THE FEDERAL BUREAU OF INVESTIGATION

The following information was obtained from the files of the Federal Bureau of Investigation, Department of Justice, Washington, D. C. 20535, on the subject of the investigation of alleged violations of the Federal Bureau of Investigation.

In preparing the forms the following instructions should be observed:

1. The forms should be filled out in ink, and the information should be typed or printed in the spaces provided.

2. The word "Affidavit" shall be used in the space provided.

3. The authorized agency official shall sign the forms.

4. Form 100 will be stocked by the local office.
Division.

The following information was obtained from the files of the Federal Bureau of Investigation, Department of Justice, Washington, D. C. 20535, on the subject of the investigation of alleged violations of the Federal Bureau of Investigation.

The following information was obtained from the files of the Federal Bureau of Investigation, Department of Justice, Washington, D. C. 20535, on the subject of the investigation of alleged violations of the Federal Bureau of Investigation.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

PLANT AND OPERATIONS MEMORANDUM NO. 16, SUPPLEMENT NO. 1

Inventory of Federal Real Estate

There is attached a copy of General Services Administration Circular No. 80, Supplement No. 2, dated June 27, 1955, providing for continuing annual reports of real property held by Federal agencies.

It will be noted that each annual report is to be a revision of the previously submitted report with the one due September 1, 1955, to revise the report requested by Plant and Operations Memorandum No. 16, dated April 16, 1954. If there have been no changes, or the monetary value of additions or disposals is less than \$1,000.00, revised reports need not be submitted.

In addition to the instructions contained in Plant and Operations Memorandum No. 16 the following should be observed:

- a. Effective Date: Property held as of June 30 of any year is to be included in the inventory.
- b. Date Due: The required forms should be submitted to the Office of Plant and Operations by August 23 of each year.
- c. Specific Instructions: Supplement No. 2 of General Services Administration Circular No. 80 provides specific instructions to be followed in preparing the forms. These should be carefully read and used, particularly the items relating to coding of land and improvements and insertion of costs.
- d. Excess and Surplus Property: Property which has been reported excess to General Services Administration, or which is held by the Agency for disposal under delegated authority, should be reported in the same manner as other properties with a notation under "Remarks" of what portion of the property is excess.
- e. Numbering: The General Services Administration Control numbers inserted on the previous report, shall be inserted on all revised reports along with the original agency reporting number. New reports shall be given an Agency number, continuing in the same series as previously used.

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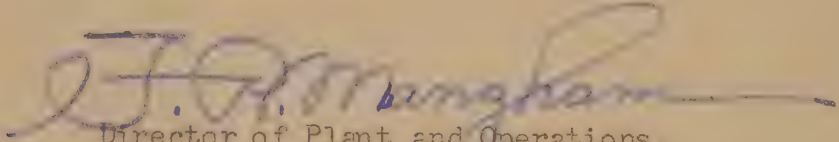
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- f. Summary Reports: The Agency Washington office shall submit to the Office of Plant and Operations summary reports on GSA Form 1209 covering reports included in the current submission.
- g. Copies: An original and two copies of GSA Forms 1166 and 1209 shall be submitted to the Office of Plant and Operations.
- h. Forms: GSA Forms 1166 and 1209 will be stocked by the Real Estate Division of the Office of Plant and Operations.

Plant and Operations Memorandum No. 16 and this supplement will be included in Title 4 of the Administrative Regulations. Questions concerning the interpretation of the General Services Administration Circular or this memorandum may be directed to the Real Estate Division of the Office of Plant and Operations, Extension 5225.

Attachment


Director of Plant and Operations.

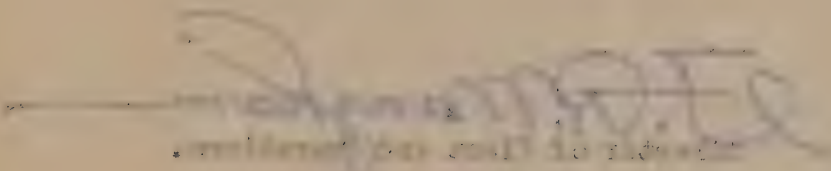
1. Summary: The following information was obtained from the Plant and Operations Department, which is being furnished to the Plant and Operations Department for their information.

2. Details: The following information was obtained from the Plant and Operations Department, which is being furnished to the Plant and Operations Department for their information.

3. Notes: The following information was obtained from the Plant and Operations Department, which is being furnished to the Plant and Operations Department for their information.

Plant and Operations Memorandum No. 16 and this supplement will be included in the Plant and Operations Department's files. The following information was obtained from the Plant and Operations Department, which is being furnished to the Plant and Operations Department for their information.

Plant and Operations, Extension 2527.


Director of Plant and Operations

1/1/1944

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

PLANT AND OPERATIONS MEMORANDUM NO. 16, SUPPLEMENT NO. 2

Inventory of Federal Real Estate

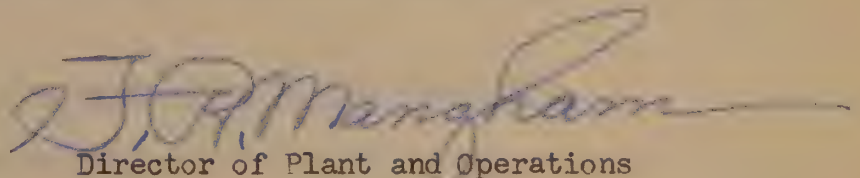
There is attached a copy of General Services Administration Circular No. 80, Supplement No. 3, dated August 16, 1955, requiring an annual inventory of Federal real property holdings outside of continental United States and in foreign countries.

In general, reporting requirements are the same as for property within the continental United States as provided in Plant and Operations Memorandum No. 16, Supplement No. 1, dated July 11, 1955 with the exception that GSA Forms Nos. 1166F and 1209F are to be used instead of GSA Forms 1166 and 1209.

It will be noted that the initial report is not due in the General Services Administration until October 1, 1955. Therefore, reports on GSA Form 1166F, in triplicate, need not be submitted to this Office until September 23.

Interpretation of the Circular and the forms may be obtained from the Real Estate Division of this Office, Extension 5225.

This memorandum will be codified in the Administrative Regulations at a later date.


Director of Plant and Operations

Attachment

SPACE

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 4, 1957

OFFICE OF PLANT AND OPERATIONS

PLANT AND OPERATIONS MEMORANDUM NO. 16, REVISED, SUPPLEMENT 2

Report of Legislative Jurisdiction Over Federal Areas Within the States

The General Services Administration issued Supplement No. 1 to Revision No. 2 of its Circular No. 80, on August 2, 1957. Supplement No. 1 requires the compilation of an inventory of the legislative jurisdiction over Federal areas within the States, as of June 30, 1957. Copies of Supplement No. 1 have been furnished to those responsible for making the required report. There are, however, given below pertinent provisions of Supplement No. 1 and Plant and Operations Memorandum No. 16, Revised, dated July 19, 1956, is modified to include the Report of Legislative Jurisdiction over Federal Areas Within the States.

Coverage: The coverage of land for this inventory shall be identical with the inventory of real property owned by the United States Government, for land in the continental United States, as prescribed in Section 4, GSA Circular No. 80, Revision No. 2, except that it shall omit real properties located in the District of Columbia and those held in trust for others and exclude land acquired through foreclosure.

Instructions for the Preparation of GSA Form 1166B

Blocks 2 through 10 - Entries shall be identical as reported in the final June 30, 1957, Inventory of Real Property Owned by the United States, GSA Form 1166.

Blocks 11 through 13 - The type of legislative jurisdiction shall be indicated for the land included on each report, GSA Form 1166.

Block 14 - Enter a citation to the general or specific State statute under which each legislative jurisdiction over land was received for all property for which the United States has exclusive, concurrent and/or partial legislative jurisdiction.

Instructions for the Preparation of GSA Form 1209B

Items 1 through 7 - Self-explanatory.

Item 8 - Indicate the nature and number of non-Federally owned properties controlled by the Department over which the Federal Government has exclusive, concurrent or partial legislative jurisdiction.

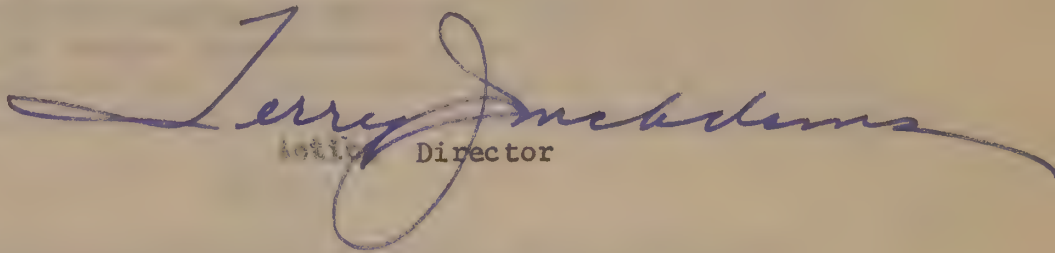
Number of Copies: Original and three copies of GSA Forms 1166B and 1209B shall be submitted.

SPACE

Forms: GSA Forms 1166B and 1209B will be stocked by the Real Estate Division of this Office.

Due Date: It is expected that all reports shall be in the Real Estate Division by December 16, 1957.

General - All determinations as to type of legislative jurisdiction and the citations therefor shall be reviewed and approved by the Office of the General Counsel. Field offices of agencies may secure assistance with respect to jurisdiction and citations from attorneys in charge of field offices of that Office. Agencies shall indicate in the memorandum of transmittal that the type of legislative jurisdiction and citations therefor have been reviewed and approved by the Office of the General Counsel.


Terry J. McAdams
Acting Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

JUN 26 1958

PLANT AND OPERATIONS MEMORANDUM NO. 16, REVISED, SUPPLEMENT 3

Annual Reports on Federally Owned and Leased Real Property

The General Services Administration issued a further revision of its Circular No. 80, on June 6, 1958. This Circular concerns the annual reports of real property owned by and that leased to the United States Government, and copies of the Revised Circular No. 80 have been furnished to those responsible for making the reports required. There are, however, given below pertinent provisions and changes incorporated in the revision, and Plant and Operations Memorandum No. 16, Revised, dated July 19, 1956 and Supplement 1, dated July 22, 1957 are modified to conform to the changes indicated.

Part I

Annual Report of Real Property Owned by United States Government

The following changes are effective for reports on GSA Form 1166:

- a. Geographical Code - The publication, "Geographical Location Codes", has been distributed and the codes should be entered on the reports in accordance with the Circular.
- b. Costs, (Blocks 16, 23 and 24) - The improvements applied to public domain shall be reported as costs under code 80 of Blocks 23 and 24. We are now required to identify the actions in "Remarks", Block 26. A general statement, "Includes land improvement on public domain", will be satisfactory.
- c. Type of Transaction, (Block 27) - This has been revised to add types for property "Transferred In" and "Transferred Out".
- d. Date Due - An original and two copies of all reports shall be in the Real Estate Division of this Office by not later than August 22.

GSA Form 1209, "Summary of Number of Installations Owned by United States Government", has been revised and complete instructions for preparing are included as Attachment 2a of GSA Circular No. 80, Revision No. 3.

Part II

Inventory of Real Property Leased to the United States Government

The following changes are effective for reports on GSA Form 1166A:

SPACE

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

JUN 2 1938

PLANT AND ANIMAL INDUSTRY DIVISION

PLANT AND ANIMAL INDUSTRY DIVISION

The Bureau of Plant Industry is pleased to announce that it has received from the Bureau of Animal Industry a report on the results of the investigation of the plant and animal industries of the United States Government, and that it has been decided to publish the report in the Bulletin of the Bureau of Plant Industry. The report is a valuable contribution to the knowledge of the plant and animal industries of the United States Government, and it is hoped that it will be of interest to the public.

PART I

PLANT AND ANIMAL INDUSTRY DIVISION

PLANT AND ANIMAL INDUSTRY DIVISION

1. Geographical Code - The publication, "Geographical Location Codes", has been published by the Bureau of Plant Industry. It contains a list of the geographical locations of the plant and animal industries of the United States Government, and it is hoped that it will be of interest to the public.

2. Geographical Code - The publication, "Geographical Location Codes", has been published by the Bureau of Plant Industry. It contains a list of the geographical locations of the plant and animal industries of the United States Government, and it is hoped that it will be of interest to the public.

3. Geographical Code - The publication, "Geographical Location Codes", has been published by the Bureau of Plant Industry. It contains a list of the geographical locations of the plant and animal industries of the United States Government, and it is hoped that it will be of interest to the public.

4. Date Due - An original and two copies of all reports shall be in the Bureau of Plant Industry of this Office by not later than August 22.

PLANT AND ANIMAL INDUSTRY DIVISION

PART II

PLANT AND ANIMAL INDUSTRY DIVISION

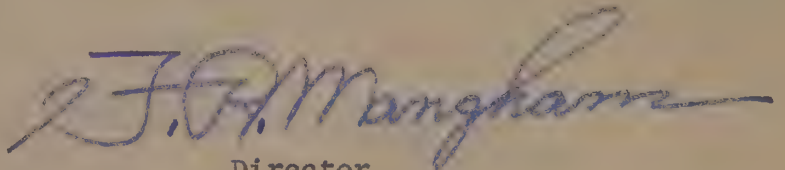
PLANT AND ANIMAL INDUSTRY DIVISION

- a. General Instructions - (1) Nominal or Rent-Free Space - Nominal or rent-free space shall not be reported unless the property is significant. Significant property should be reported as agreed upon by the Agency and the Office of Plant and Operations.
- (2) Buildings with Land - The instructions on page 32 have been changed to permit a lease covering both buildings and land with rental of less than \$2,000 to be combined with similar leases as indicated.
- b. Date Due - An original and two copies of all reports shall be in the Real Estate Division of this Office by not later than September 22.

Part III

Report of Legislative Jurisdiction over Federal Areas within the States

The report on legislative jurisdiction over Federal areas, as required by GSA Circular No. 80, Revision No. 2, Supplement No. 1 and Plant and Operations Memorandum No. 16, Revised, Supplement 2, was a one-time report. A report will not be required as of June 30, 1958.


Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 29, 1959.

OFFICE OF PLANT AND OPERATIONS

PLANT AND OPERATIONS MEMORANDUM NO. 16, Revised, Supplement 4

Annual Reports on Federally Owned and Leased Real Property

The General Services Administration has announced that Circular No. 80, Revision No. 3, dated June 6, 1958, will not be revised this year. It did, however, request that special attention be given to the following points:

ALASKA - The Geographical Code for Alaska will be "50." The space under "County or Country" should be ruled out. The City code will be the same as before.

HAWAII - Hawaii will be treated as a territory for the report of June 30, 1959.

GENERAL -

1. Points of Interest on Federally Owned Property Only:

A. Explanation of Type of Transaction, Block 27, to be made under Remarks, Block 26, as follows:

- (1) New Acquisition - Indicate how it was acquired.
- (2) Omission - Indicate why it was omitted. If it was an oversight, say so.
- (3) Transfer In - Indicate from whom it was transferred.
- (4) Disposal - Indicate who received the property, and, if applicable, identify the program under which it was disposed.
- (5) Transfer Out - Indicate which agency received the property.
- (6) Revision - Explain type of revision if it is significant.

B. Cost, Blocks 16 and 22

If land, other than public domain, or buildings had an actual or estimated cost of less than \$500.00, show "0" and footnote actual or estimated cost in "Remarks", Block 26. This procedure does not apply to Block 24, covering the cost of other structures and facilities. These should not be reported if the total of a line is less than \$500.

C. Summary of Number of Installations Owned by U. S. Government

Give a brief resume of major changes since the last inventory or of any significant trends which may be included in a report to the Congress to present the agency's viewpoint on real property changes.

SPACE

2. Date Due -

- A. Reports on Government Property - An original and two copies of all reports shall be in the Real Estate Division by not later than August 21.
- B. Reports on Property Leased to the Government - An original and two copies of all reports shall be in the Real Estate Division by not later than September 22.

We have discussed with the General Services Administration the possibility of a "Research" usage code being adopted. The General Services Administration would like to give the matter further consideration next year, and has asked that we provide an estimate of the number of acres, square feet of floor area and cost of land, buildings, and other structures and facilities that would be included under such a code. We would like for the agencies to consider the adoption of a "Research" code while the reports are being reviewed. The desired estimate should be forwarded to the Real Estate Division as an attachment to the reports.

J. A. Mangham

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

November 30 1954

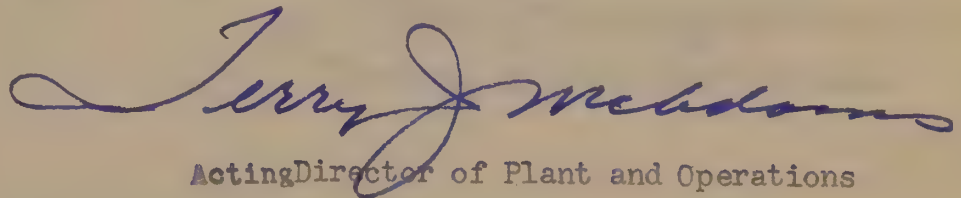
PLANT AND OPERATIONS MEMORANDUM NO. 17

Nondiscrimination Clause in Lease Contracts

General Regulation No. 16 of General Services Administration dated October 13, 1954, provides a revised clause for insertion in contracts covering nondiscrimination in employment, which has been recommended by the President's Committee on Government Contracts and approved by the President in Executive Order 10557, dated September 3, 1954. The form of the clause and instruction for its use are included in Paragraph 258 of Title 5 of the Administrative Regulations (Amendment 144 to that Title dated November 18, 1954). As pointed out in the cover sheet of the Amendment, the revised clause must be included in all contracts for the lease of real property awarded on and after December 2, 1954.

Requests for approval not to include the clause in lease contracts when lessors refuse to execute agreements containing the clause or for other reasons should be submitted to the Administrative Assistant Secretary through this Office.

An appropriate amendment to 4 AR 42.c will be issued in the near future, making reference to 5 AR 258 and the Executive Order. In the interim, agencies should make certain that the revised clause is included and copies of the notices furnished.


Acting Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

January 31 1955

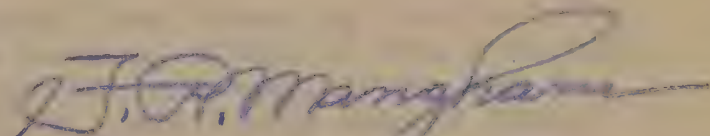
PLANT AND OPERATIONS MEMORANDUM NO. 18

Furniture in Federal Buildings under Control of Post Office Department

Budget and Finance Memorandum No. 321, dated September 10, 1954, attached a copy of Budget Bureau Bulletin No. 55-1, relating to the preparation of 1956 estimates. As part of that Bulletin, it was pointed out that effective July 1, 1955 the Post Office Department would discontinue its previous practice of providing limited amounts of furniture for occupant agencies in Federal buildings under its control.

The Department has been advised by the Post Office Department that its funds for furniture are so limited this year that it will not be able to furnish furniture for the balance of this fiscal year, in addition to the fact that no furniture will be provided after July 1, 1955. Therefore, agencies requiring furniture should henceforth secure from other sources such furniture as may be required in Federal buildings under the control of the Post Office Department. Every effort should be made to obtain such furniture from excess sources.

Paragraph 4 AR 120 sets forth the policy in providing furniture in the Federal buildings. The General Services Administration will continue to supply furniture in Federal buildings under its control; therefore, 4 AR 120 will be amended to eliminate any reference to the Post Office Department supplying furniture in Federal buildings under its control.


Director of Plant and Operations

October 10, 1967

To: Mr. J. Edgar Hoover, Director, Federal Bureau of Investigation

From: Mr. [Name], [Address]

Subject: [Subject]

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

May 4, 1955.

PLANT AND OPERATIONS MEMORANDUM NO. 19

Subject: Hot Weather Ventilation Procedure for
Space which is not Air Conditioned.

With the advent of another summer season it is felt desirable to call attention of occupants of ~~our~~ ^{Agriculture} buildings to certain ventilation procedures, which if carefully followed will materially improve working conditions during hot weather. These suggestions are not theoretical but have been actually tested and have been found effective in lowering the room temperature.

1. Windows may be left open at night during the period from May 15 to September 15 of each year in rooms in which the following conditions exist.
 - (a) Where the windows are provided with deflectors.
 - (b) Where security of the building is not involved (all basement and first floor windows and doors must be kept closed when the building is not open to the public).

To prevent storms from damaging the building itself, or the working tools of the occupants, windows must not be left open above the top of the deflectors. All loose papers should be securely weighted down.

2. The following procedures should be followed throughout the building, except where for unusual reasons they interfere with operations:
 - (a) Open all corridor transoms. If no pole is available, phone the office of the Building Superintendent (Extension 3335) who will make arrangements to have the transoms opened.

SPACE

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY

RESEARCH REPORT
ON THE CHEMISTRY OF THE
HYDROLYSIS OF CERTAIN
ESTERS

BY
J. H. HARRIS
AND
J. E. HARRIS

PRESENTED TO THE FACULTY OF THE
DIVISION OF PHYSICAL SCIENCES
IN CANDIDACY FOR THE DEGREE OF
DOCTOR OF PHILOSOPHY

BY
J. H. HARRIS

CHICAGO, ILLINOIS
1928

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
RESEARCH REPORT
ON THE CHEMISTRY OF THE
HYDROLYSIS OF CERTAIN
ESTERS

BY
J. H. HARRIS
AND
J. E. HARRIS

- (b) Where possible, open doors to corridors and doors between adjacent rooms.
- (c) Rooms with windows facing the south, east and west. Lower venetian blinds at night on east and south sides. Turn slats up on inside about 45°, so that early morning sun will not enter. Leave down until mid-afternoon.

On west side, lower blinds as above, about noon. On hot sunny days, after early morning ventilation, partially close windows, leaving an opening of about 1 foot at the top and at the bottom. In most cases, on hot, bright days, it will be found advantageous to keep venetian blinds down with slats arranged as above during the entire day, in order to keep out a certain amount of heat that is reflected from opposite walls, windows, etc.

W. H. Morgan

(b) Where possible, open doors to corridors and doors between adjacent rooms.

(c) ~~Leave with windows closed, east and west, lower venetian blinds at night on east and west sides. Turn sides up on inside about 40, so that early morning sun will not enter. Leave down until mid-afternoon.~~

On west side, lower blinds as above, about noon. On hot sunny days, after early morning ventilation, partially close windows, leaving an opening of about 1 foot at the top and at the bottom. In most cases, on hot, bright days, it will be found advantageous to keep venetian blinds down with slats arranged as above during the entire day, in order to keep out a certain amount of heat that is reflected from opposite walls, windows, etc.

Efficient

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 31 1955

OFFICE OF PLANT AND OPERATIONS

PLANT AND OPERATIONS MEMORANDUM NO. 20

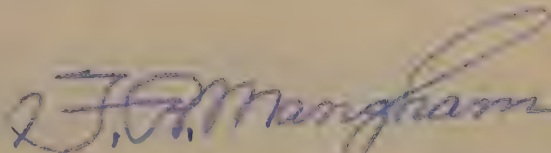
Reports on Disposal of Surplus Real Property

There is attached a copy of Transmittal Letter No. 2-3 of Title 2 of the Regulations of General Services Administration. The principal change included is a new requirement contained in GSA Reg. 2-V-101.06 for reports of surplus real property to be submitted to General Services Administration.

The new reporting requirements will be in lieu of those now required by 4 AR 162.a. Reports as required shall be submitted by agencies having delegated disposal authority, whether under "spot" or general delegation, to the Office of Plant and Operations under the following procedures:

1. Date of Submission: The annual report for the fiscal year 1955 shall be submitted to this Office on or before August 15, 1955. The semi-annual reports shall be submitted to this Office twenty (20) days after the close of the reporting period.
2. Number of Copies: Only one copy shall be submitted to this Office which will prepare a consolidated report for the Department. It is not necessary for agencies to consolidate reports by states in the event that more than one reporting unit of the agency disposes of property in the same state.
3. Availability of Forms: GSA Form 1100 will be stocked by the Real Estate Division of this Office.
4. Special Delegations: The Department does not now have any special delegations of disposal authority from the Administrator of General Services Administration which would require reporting under Part II of GSA Form 1100.

Title 4 of the Administrative Regulations will be revised to include the new reporting procedure. Other changes included in the Transmittal Letter will become effective upon receipt, since Title 2 of the General Services Administration Regulations is incorporated by reference in Title 4 of the Administrative Regulations.


Director of Plant and Operations

Attachment

SPACE 5-1

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

AUG 17 1956

PLANT AND OPERATIONS MEMORANDUM NO. 20, SUPPLEMENT 1

Reports on Disposal of Surplus Real Property

There are attached copies of Transmittal Letters 2-10 and 2-12 to Title 2 of the Regulations of the General Services Administration, prescribing a change in the reporting of disposals and inventories of excess and surplus real property to the General Services Administration. It will be noted that this report is now to be quarterly rather than semi-annually, but that reports by states are no longer required.

The Department formally protested the requirements contained in the revised regulation concerning the supplemental listing of initial inventories and reports of disposal. We have now been advised that in accordance with our protest we may lump items of disposals and inventory where the estimated fair market value or the proceeds from sale is less than \$1,000.

Therefore, in preparing the reports the following instructions should be observed, in addition to those included in the Transmittal:

1. Date of Submission: Quarterly reports shall be submitted to this Office twenty (20) days after the close of the reporting period.
2. Number of Copies: Reports shall be submitted to this Office in duplicate. Agency reports need not be consolidated but may be submitted as received from delegated disposal officers.
3. Supplemental Listings: The supplemental list required for the initial report of inventory and for subsequent reports of disposals may be lumped by items where the total disposal or estimated fair market value of each item is less than \$1,000.

In preparing such listings, the following applies:

Inventory:

- a. If no item on a report has an estimated fair market value in excess of \$1,000, this fact shall be noted in "remarks" and no supplemental list submitted.
- b. If one or more items on a report have an estimated fair market value in excess of \$1,000, those items shall be listed as provided in the instructions and if there are also items on

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF LAND MANAGEMENT
WASHINGTON, D. C.

201.10.

Report of Land Use

of lands listed between 1-1 and 1-12 to 1-12
of the General Land Office, including a
report of disposal and inventory of land and surplus
to the General Land Office. It will be noted
it is now to be submitted rather than semi-annually, but
by statute and no longer required.

Reports of disposal. To have been included in the report
to be submitted to the General Land Office, and inventory of
land and surplus to the General Land Office is less than

and, in preparing the report the following instructions should be
in addition to those included in the Transmittal:

1. Reports shall be submitted to the
2. Reports shall be submitted to the

3. Reports shall be submitted to the
4. Reports shall be submitted to the

5. Reports shall be submitted to the
6. Reports shall be submitted to the

7. Reports shall be submitted to the

8. Reports shall be submitted to the
9. Reports shall be submitted to the

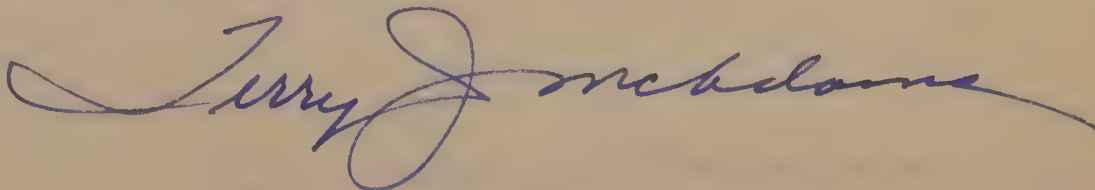
10. Reports shall be submitted to the
11. Reports shall be submitted to the

the same report having a value of less than \$1,000, a notation shall be made on the listing "Remaining items each have a fair market value of less than \$1,000."

Disposals:

- a. If no item on a report has been sold for more than \$1,000, this fact shall be noted in "Remarks" and no supplemental list prepared.
 - b. Where there are one or more items on a report for which the proceeds from sale was in excess of \$1,000, a supplemental listing shall be submitted. If there are also items on the same report for which less than \$1,000 in proceeds were received per item, a notation should be made on the list that "Proceeds from other items were each less than \$1,000."
4. Control Number: The reference to control number in the Transmittal is to the Disposal Control Number and not to the Real Property Inventory Control Number. This control number will be shown on reports only where the property has been reported excess to the needs of the Department and returned by General Services Administration for disposal or where the property is submitted to General Services Administration for screening as provided in the General Services Administration Regulation 2-IV-201.05.
 5. Subsequent Reports: If a report indicates that surplus property is in inventory, subsequent reports must be submitted until that inventory is disposed of even though there are no additions to inventory or disposal activity in the interim period.
 6. Special Delegations: The Department does not now have any special delegations of disposal authority from the Administrator of General Services Administration which would require reporting under Part II of GSA Form 1100.
 7. Availability of Forms: General Services Administration Form 1100 will be stocked by the Real Estate Division of this Office.
 8. Existing Regulations: Procedures contained in this supplement supersede 4 AR 162.a and applicable portions of Plant and Operations Memorandum No. 20.

Attachments



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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

August 5 1955

PLANT AND OPERATIONS MEMORANDUM NO. 21

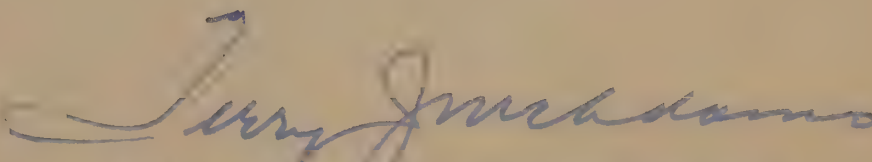
Assignment of Space in Post Office Buildings

There is attached an exchange of correspondence between the Post Office Department and this Office concerning the assignment of space in Post Office Buildings. It is noted that, effective August 1, 1955, the Post Office Department delegated to its Regional Offices authority to make assignment of space in buildings under the control of that Department. In accordance with informal conversations with agencies, persons now exercising space acquisition authority under delegations in which this Office has concurred are authorized to request the assignment of space from Regional Offices of the Post Office Department.

In exercising this authority, the following procedures will govern:

1. Proposals requiring major alterations to Federal Buildings to create space will be forwarded to this Office for approval and submission.
2. Where a proposed space assignment involves two or more agencies of the Department and firm agreement cannot be reached, it should be referred to this Office for consideration prior to submission to the appropriate Post Office Department Regional Office.
3. Prior to the release of space in Federal buildings under the control of the Post Office Department, agencies of this Department located in the area including the Extension Service should be contacted to determine whether such space is needed. If so, agencies needing the space should request and justify it through proper channels.
4. Where problems arise which cannot be resolved with the Regional Offices of the Post Office Department, the matter should be referred to this Office to be taken up with the Washington Office of that Agency.

The procedure provided in this memorandum supersedes applicable provisions of Title 4 of the Administrative Regulations related to the assignment of space in Post Office buildings. This memorandum will be codified at a later dated.


Acting Director of Plant and Operations

Attachment

SPACE 6

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

February 1, 1956

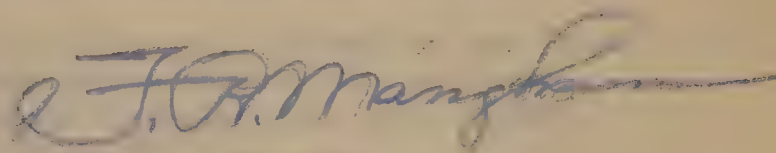
PLANT AND OPERATIONS MEMORANDUM NO. 22

Information on Federal Agency Orders and
Other Developments Affecting Procurement
and Property Management Activities

Pursuant to the Secretary's Memorandum No. 1392, dated January 19, 1956, transferring the functions of the Division of Procurement and Property Management, Office of Budget and Finance, to the Office of Plant and Operations, the Budget and Finance Memorandum series No. 5, ~~are~~ terminated. In lieu thereof supplements to this memorandum will hereafter be issued by the Chief, Procurement and Property Management Division.

These supplements generally will cover directives and instructions issued by qualified authorities outside of the Department which do not involve matters of Departmental policy or require internal interpretations or codification in the Administrative Regulations.

Questions concerning the above should be directed to the Procurement and Property Management Division, Office of Plant and Operations, extension 2821.



Director

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

MEMORANDUM FOR THE SECRETARY

Re: Memorandum No. 1882, dated January 19, 1933, from the Division of Forestry and Game, to the Office of the Secretary, and the Budget and Finance Committee, Series No. 8. The Bureau of Forestry and Game has the honor to acknowledge the receipt of this memorandum and to advise that the Bureau is in the process of reviewing the same.

The Bureau of Forestry and Game is in the process of reviewing the memorandum and will advise the Office of the Secretary of the results of its review. The Bureau is also in the process of reviewing the memorandum and will advise the Office of the Secretary of the results of its review.

Respectfully,
Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

February 29, 1968

PLANT AND OPERATIONS MEMORANDUM NO. 22, SUPPLEMENT 102

Supply Management Information

ELECTROSTATIC PHOTOCOPY PAPER. GSA has made contract awards to 18 suppliers of electrostatic (zinc oxide coated) photocopy paper. Prices range from \$12.99 to \$25.80 per 1,000 sheets in the 8x10-1/2" size.

The lowest priced paper is supplied by the Nashua Corporation. The quality of this paper is sufficient to meet the Department's needs. The Department has a blanket purchase arrangement with Nashua for the purchase of 1,500,000 sheets of copy paper for the contract period ending June 30, 1968.

Nashua copy paper is available in two types:

Type L-100 is made for use on SCM 33, 44, 66, and 88 copiers; also Apeco Superstat, Ditto, and Universal liquid toner copying machines.

Type BD-220 is made for use on A-M (Bruning Copytron) 2000 and 2100 series copiers.

Orders for mixed types and sizes will be accepted. Orders for less than \$50 will be accepted. Ordering information is shown on the enclosed extracts of the authorized Federal Supply Schedule price list. Orders must refer to our blanket order No. P&O-400-68.

Any ordering office purchasing copy paper for the listed copiers from other than Nashua must justify such purchase in accordance with FPMR 101-26.408-3. A copy of each such justification shall be mailed directly to the Office of Plant and Operations, Supply and Property Management Division.

Lessors of rented machines may object to the use of Nashua paper, because the sale of paper is an important source of profit to them. GSA has said that lessors cannot insist on the use of their own paper in rented machines. Any unresolved difficulties should be reported to the Supply and Property Management Division through agency channels.

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the first of these is the fact that the

Questions should be directed to the Supply and Property Management Division. The telephone number is Area Code 202,388-7893 (IDS Code 111, Extension 7893).



W. H. Owens, Chief
Supply and Property
Management Division

Enclosure



Nashua Corporation
Nashua, New Hampshire 03000

Contract No: GS-OOS-68434 July 1, 1967 Through June 30, 1968
General Services Administration, Federal Supply Service
Authorized Federal Supply Schedule Price List Supplement

EFFECTIVE DECEMBER 7, 1967

FSC Group 36 Part II

ITEM 51-101-1

NASHUA ELECTROSTATIC COPY PAPER

TYPE L-100
(Formerly Type LT)

Nashua Electrostatic Copy Paper Type L-100 is a pure white premium copy paper, especially designed and manufactured by Nashua Corporation to produce consistently high quality copies on SCM Electrostatic Copying Machines. Each sheet is cut individually to ensure single sheet feeding.

It also makes copies on Apeco Superstat, Ditto, and Universal liquid toner electrostatic copying machines.

Nashua Electrostatic Copy Paper makes copies of high contrast with an extra sharp dense image on a clean, snow white back-ground.

NASHUA ELECTROSTATIC COPY PAPER

PRICE PER 1000 SHEETS

Quantity In Sheets	8x10½	8½x11	8½x14	8x13	11x14	11x17	5½x8½
1,500,000 and Over	12.99	14.54	18.59	16.79	24.50	29.80	7.45

ODD SIZES: 500 to 99,999 .32 per sq. inch
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NASHUA CORPORATION
Government Division
420 Lexington Avenue
New York, New York 10017
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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

February 8 1956

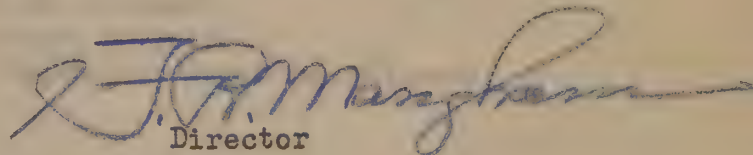
PLANT AND OPERATIONS MEMORANDUM NO. 24

Debarred and Ineligible Bidders

Pursuant to the Secretary's Memorandum No. 1392, dated January 19, 1956, transferring the functions of the Division of Procurement and Property Management, Office of Budget and Finance, to the Office of Plant and Operations, supplements to this memorandum will be issued by the Chief, Procurement and Property Management Division, in lieu of the supplement 109 series to Budget and Finance Memorandum No. 5.

All supplements to this memorandum will be classified as "Administratively Confidential" in accordance with 5 AR 359c, which provides that the list of debarred and ineligible bidders and all correspondence relating thereto are for administrative use only and are not to be disclosed to the public.

Questions concerning the above should be addressed to the Procurement and Property Management Division, extension 2821.


Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

December 6, 1965

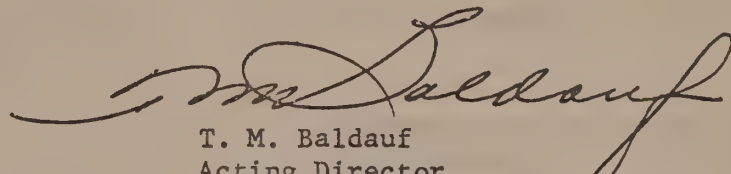
PLANT AND OPERATIONS MEMORANDUM NO. 24, SUPPLEMENT 122

ADMINISTRATIVELY CONFIDENTIALDebarred, Ineligible and Suspended Bidders

The attached list of Debarred, Ineligible and Suspended Bidders is issued in accordance with AGPR 4-1.602. This list includes all current debarments and suspensions. This list cancels and supersedes all previous lists of debarred bidders.

For ease of reference, the listing is alphabetical with key letter designations to show the type of debarments, suspensions, and ineligibility. Explanation of the various types follows the listing. Note the termination dates of debarment are given.

Questions concerning the above should be directed to the Procurement and Contract Management Division, V. S. Gunther, Extension 4071.


T. M. Baldauf
Acting Director
(Department Debarring Officer)

Attachments

FILED
OFFICE OF
PLANT AND OPERATIONS

Director's Files

ADMINISTRATIVELY CONFIDENTIAL

Contractor, Firm
or Individual

Termination
Date

Type Remarks

Aadal, Monoutchehr
American Asia Lines, Inc.
150 Broadway
New York, New York
Monarch Processing Corp.
Monarch Trading Company
Monarch Trading Company, Inc.
Transasia Carriers Corp.
Transasia Marine Corp.
Transasia Steamship Co., Inc.
Transasia Transport Corp.

Indefinite F

Airflo Instrument Company
513 Addison Road
Glastonbury, Connecticut
Ralph E. Bailey

January 2, 1966 D

Allied Converters, Inc.
64 Drake Avenue
New Rochelle, New York
10 Butternut Drive
New City, New York
Herbert A. Ellenbogen

July 6, 1967 D

Allied Crude Vegetable Oil
Refining Corp.
Bayonne, New Jersey

* → December 20, 1968 ← *
[Indefinite] F

Alpha Roofing and Sheet Metal Corp.
1107 Manhattan Avenue
Brooklyn, New York

March 15, 1968 D

American Beauty-Grain Corp.
Washington, D. C.
Larry G. Wickline
C. L. Sullivan

August 15, 1966 A

* → Anasae International Corp.
New York, New York
~~Cleveland, Ohio~~

Indefinite F

~~October 29, 1965~~ A

Appalachian Flooring Co.
33 Park Street
Somerville, Massachusetts
Charles J. Auditore

June 18, 1966 E

Contractor, Firm
Individual

Termination
Date

Type Remarks

Aqua International Corp.
29 Broadway
New York, New York
Manoutchehr Aadal

April 14, 1966 F

Aramini Painting Contractors
Aramini & Company
Maywood, New Jersey
John M. Aramini
Angelo Moreno

September 15, 1967 B

Armijo Cleaning Service
803 Colbern Street
Belton, Missouri
Bonnie Armijo

August 17, 1967 D

Armstrong, M. G.
1218 North Halsted Street
Chicago, Illinois
H. H. Hixson and Company, Inc.
H. H. Hixson

January 1, 1966 D

*→
Associated Processors, Inc.
Williamsport, Pennsylvania

April 22, 1966 A

Atlantic Industries and Terminal Inc.
Bayonne, New Jersey

*→ December 20, 1968 ← *
[Indefinite] F

* * *
~~Atlas Excavators, Inc.~~
~~Union, Missouri~~
~~Jean Detchemedy~~
~~Clarence Herbst~~
~~Eileen Detchemedy~~

~~October 15, 1965~~ C ~~Violation of
the Eight
Hour Law~~

Auditore, Charles J.
41 Maple Street
Sommerville, Massachusetts
Appalachian Flooring Company

June 18, 1966 E

Bacchus International Commerce Corp.
1 Park Avenue
New York, New York
Joseph R. Awad

September 13, 1966 F

Bailey, Ralph E.
2 Mallard Drive
East Hartford, Connecticut
Airflo Instrument Company

January 2, 1966 D

Contractor, Firm or Individual	Termination Date	Type	Remarks
Baldwin Silver Corp. 71 Fulton Street New York, New York Louis A. Steinberg	January 28, 1966	D	
Balestrieri, Angelo, Frank and Joseph 11 Broadway New York, New York U. S. Stevedoring Corp. Agnes Lupo Muskegon International Terminals, Inc.	March 31, 1966	D	
Baptista, Rezendez R. Baptista, Inc. New Bedford, Massachusetts	July 1, 1967	B	
Barelay Coal Company Apello, Armstrong County, Pennsylvania Ernest M. Barelay	November 2, 1965	A	
Barton, Harold B. Tinsley, Kentucky Red Dean Coal Company, Inc.	September 11, 1965	A	
Bergeron, A. W. Niagra Falls, New York Niagra Tree Experts and Landscaping Service Niagra Tree Experts and Landscaping, Inc.	September 1, 1966	B	
Black, Stanton Lawrence c/o Waltham Supply Company, Inc. 705-709 Main Street Waltham, Massachusetts	February 6, 1966	D	
Bond Electric Company Saddlebrook, New Jersey Peter A. Bonczak	October 1, 1965	B	
Bongardino, John 477 Central Blvd. Palisades, New Jersey	Indefinite	F	
Boston Window and Floor Cleaning Company, Inc. Boston Janitorial Services, Inc. 53 Summer Street Boston, Massachusetts Philip G. Friedman David Kestenberg	March 19, 1966	D	

Contractor, Firm
Individual

Termination
Date

Type Remarks

Bracconeri, Leopold
126 Engle Street
Tenafly, New Jersey

Indefinite

F

Bradley, John Patrick
4128 Wilshire Blvd.
Los Angeles, California
Mercury Maintenance and
Janitor Services, Inc.

December 19, 1966

D

Brock and Brower
Brock and Brower Aircraft
Brock, Paul
Brock, Paul, Airparts, Inc.
P. O. Box 629
Marianna, Florida
Louis Brower

October 14, 1966

D

Buccaneer Coal Company, Inc.
Logan, West Virginia

February 21, 1966

A

Cardell Company, The
7959 Anita Drive
Philadelphia, Pennsylvania

Indefinite

F

Casaus, Inc.
Los Angeles, California

Indefinite

F

Castetter, D. Dee
Pensacola, Florida
Management Services, Inc.
Harry L. Parker

August 3, 1966 *D*
~~Indefinite~~ ~~F~~

~~Chartier Company (The)~~
~~3527 W. Camino del Rio~~
~~San Diego, California~~
~~Russell Francis Chartier~~

~~September 1, 1965~~

~~D~~

Child Construction Company, Ralph
Springville, Utah
Ralph Child

October 13, 1967

B

Chicago Refining Corp.
Chicago, Illinois

* → *December 20, 1968* ← *
~~Indefinite~~ F

Clark Printing, Inc.
Elkins, West Virginia
Fred R. Clark Offset Printing
Fred R. Clark

June 17, 1966

A

Contractor, Firm
or Individual

Termination
Date

Type Remarks

~~Clark, William S.~~
~~3184 W. 32nd Street~~
~~Cleveland, Ohio~~

~~October 26, 1965~~ D

Cohen, Louis
New York, New York

Indefinite F

North Bergen, New Jersey

~~December 20, 1968~~

~~Indefinite~~ F

Corey, Benjamin W.
c/o Automotive Radio Company, Inc.
1065-1071 Massachusetts Avenue
Cambridge, Massachusetts

February 6, 1966 D

Corn Belt Grain Company
Gibson City, Illinois
Derby, Illinois
Freddy L. Friend

September 16, 1966 F

Crescent Bed Company, Incorporated
New Orleans, Louisiana

October 8, 1968 A

~~Yonkers, New York~~
~~George Lacios~~

~~April 1, 1966~~ F

Dalkoff Iron and Metals Company
9th Street and 1st Avenue
Rock Island, Illinois
Leonard Dalkoff

February 15, 1966 D

Dean, S. Milton
Phoenix, Arizona
Goodyear Roofing and Maintenance Co.

January 2, 1966 B

DeAngelis, Anthony
4053 Edson Avenue
Bronx, New York
(See also Appendix No. 1)

~~December 20, 1968~~

~~Indefinite~~ F

DeAngelis, Dominick R.
121 Pine Street
Closter, New Jersey

Indefinite F

Samuel H. Heller
468 Wesleyan Drive
Macon, Georgia

October 20, 1966 D

~~Detchemedy, Jean and Eileen~~
~~Union, Missouri~~
~~Atlas Excavators, Inc.~~
~~Clarence Herbst~~

~~October 15, 1965~~ C

Violation
the Eight
Hour Law

Dickson, W. G.
Marvel, North Dakota
Farmers Grain Company

August 27, 1966 F

C

C

Contractors, Firm
Individual

Termination
Date

Type Remarks

Dietl and Kraft, Inc.
Newark, New Jersey
Anthony J. Dietl
Harold R. Safris
Myron H. Kraft

March 2, 1967 B

Dixon Industrial Track
Construction Company
Dixon, Illinois
Christ Kallas

April 15, 1966 B

~~Dorg Mining Company~~
~~Apollo, Armstrong County, Pennsylvania~~
~~Donald E. Yelmini~~
~~Robert Douds~~
~~Frank Rozina~~

~~November 2, 1965 A~~

~~Douds, Robert~~
~~Apollo, Armstrong County, Pennsylvania~~
~~Dorg Mining Company~~
~~Donald E. Yelmini~~
~~Frank Rozina~~

~~November 2, 1965 A~~

Dyar, Vance C.
Montgomery, Alabama
Montgomery United Builders
H. Jack Windsor
Mary Ellen Windsor

September 7, 1968 C

~~Denver, Colorado~~
~~United Steel and Iron Works, Company~~

~~August 31, 1965 A~~

Ellenbogen, Herbert A.
64 Drake Avenue
New Rochelle, New York
10 Butternut Drive
New City, New York
Allied Converters, Inc.

July 6, 1967 D

Electrical Center of Cambridge
110-120 Brookline Street
Cambridge, Massachusetts
Abraham Katz
EMF Electric Supply Company, Inc.
EMF Camera Exchange

February 6, 1966 D

EMF Electric Supply Company, Inc.
EMF Camera Exchange
110-120 Brookline Street
Cambridge, Massachusetts
Electrical Center of Cambridge
Abraham Katz

February 6, 1966 D

Contractor, Firm or Individual	Termination Date	Type	Remarks
Farley, Edward and Eugene 'DeSoto, Illinois' *→ Illinois ← *	May 20, 1966	A	
Farmers Grain Company Marvel, North Dakota Dickson, W. G.	August 27, 1966	F	ation of light
Walter W. Flora	November 1, 1965	C	hour Law
Florian, Michael F. 707 Worthington Drive Warminster, Pennsylvania	October 19, 1965	D	
Forte's Fuel Service, Inc. Atco, New Jersey Joseph Forte, Jr.	*→ 10 ← * November 16, 1967	A	
Friedman, Philip G. 253 Summer Street Boston, Massachusetts David Kestenberg Boston Window and Floor Cleaning Co., Inc. Boston Janitorial Service, Inc.	March 19, 1966	D	
Gavin, Dave Memphis, Tennessee Memphis Coach Company, Inc. Universal Factors Acceptance Corp. William A. Richie	October 15, 1966	A	
Gianero, Carl Marion, Ohio Carl's Plumbing and Heating	December 3, 1965	B	
Gobel, Adolph North Bergen, New Jersey	Indefinite	F	
Godinez, Gustave Adolph 89 Michael Street South Hackensack, New Jersey Madison Lewis, Inc.	January 1, 1966	D	
Goodyear Roofing and Maintenance Company Phoenix, Arizona S. Milton Dean	January 2, 1966	B	

Contractor, Firm
or Individual

Termination
Date

Type Remarks

H & J Floor Covering, Inc.

1773 Pitkin Avenue

Brooklyn, New York

April 2, 1967

D

Hammond Milling Company, Inc.

Hialeah, Florida

Holloway Bean and Grain

Company, Inc.

Newark, New York

Newark Grain Hall Corp.

Hall, New York

Indefinite

F

Delta Smelting Corp.

1112 Georgia Avenue

Warner Robins, Georgia

October 20, 1966

D

Henderson, Frank O.

115-B Inyokern Avenue

Inyokern, California

Valley Tool Supply

October 31, 1965

D

Henson, L. W.

1661 Grimmett Drive

Shreveport, Louisiana

January 19, 1967 D
~~Indefinite~~ F

Violation of

Eight

Jean and Eileen Detchemendy

October 15, 1965

C

Hour Law

Hill, Howard, Inc.

Augusta, Georgia

Howard H. Hill

May 1, 1967

C

Violation of
the National
Housing Act

Hill, Vernon W.

Hill Cotton Company, Inc.

804 N. James Street

Goldsboro, North Carolina

September 25, 1965

D

Hixson, H. H. & Company, Inc.

1218 North Halsted Street

Chicago, Illinois

H. H. Hixson

M. G. Armstrong

January 1, 1966

D

Holloway Bean and Grain Company, Inc.

Newark, New York

Hammond Milling Company, Inc.

Hialeah, Florida

Newark Grain Hall Corp.

Hall, New York

Indefinite

F

1445 High Avenue

Louisville, Kentucky

National Janitor Service Corp.

National Janitor Service Corp. of Florida

January 10, 1967

D

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Hunydee, Leo and/or Lee W. 5319 Grant Street San Diego, California John Spurlock Company John Spurlock Company, Inc.	September 1, 1965	D	
Hy-Grade Cleaning and Waxing Inc. 253 Summer Street Boston, Massachusetts David Keatenberg	March 19, 1966	D	
Ingram, Dale E. 112 Front Graehl Fairbanks, Alaska Marinell Painting Company Julius L. Marinell	March 16, 1967	D	
Jackson and Prochnau, Inc. Albany, Oregon James W. Prochnau	Indefinite	F	
James, Clarence B. Clarence B. James Company Washington, D. C.	January 13, 1968	B	
Jax Construction Company, Inc. P. O. Box 509 Yazoo, Mississippi	October 7, 1966	D	
Jones, Ray Ray Jones Company Dallas, Texas	June 1, 1968	B	
Kallas, Christ Dixon, Illinois Dixon Industrial Track Construction Co.	April 15, 1966	B	
Kasparoff, Semon 212 No. Taylor Avenue Montebello, California Trojan Machine Works c/o Kasparoff, Semon 212 No. Taylor Avenue Montebello, California	October 16, 1967	D	
Katz, Abraham 110-120 Brookline Street Cambridge, Massachusetts Electrical Center of Cambridge EMF Electric Supply Company, Inc. EMF Camera Exchange	February 6, 1966	D	

Contractor, Firm
or Individual

Termination
Date

Type Remarks

Katz, Henry B.
Henry B. Katz Industries, Inc.
13-19 Hollywood Plaza
East Orange, New Jersey

October 21, 1967 D

Kestenberg, David
253 Summer Street
Boston, Massachusetts
Boston Window and Floor
Cleaning Company, Inc.
Boston Janitorial Services, Inc.

March 19, 1966 D

Kraft, Myron H.
Newark, New Jersey
Dietl and Kraft, Inc.
Anthony J. Dietl
Harold R. Safris

March 2, 1967 B

→ Laganas, Peter
41 Canal Street
Newport, New Hampshire
Newport Shoe Manufacturing Corporation
Frank Peter Larmie

August 27, 1966 D
~~Indefinite F~~

→ Larsen, Robert N.
Larsen Landscaping Company,
North Chicago, Illinois
R. Larsen Builders

June 7, 1968 C Violation of
the National
Housing Act

→ Leonard Grain Company, Inc.
Ballard, Illinois
Chenoa, Illinois
John C. Leonard

September 29, 1966 F

→ Levelator Corporation of America
1481 McDonald Avenue
Brooklyn, New York

December 31, 1965
~~Indefinite F~~ D

~~Little Rock Coals, Inc.~~
~~Lake City, Tennessee~~

~~November 19, 1965 A~~

Long, W. Edward
Hillside, Maryland

March 16, 1967 B

Lupo, Agnes
11 Broadway
New York, New York
U. S. Stevedoring Corp.
Angelo, Frank, and Joseph Balestrieri
Muskegon International Terminals, Inc.

March 31, 1966 D

Contractor, Firm
or Individual

Termination
Date

Type

Remarks

Madison-Lewis, Inc.
89 Michael Street
South Hackensack, New Jersey
Gustave Adolph Godinez

January 1, 1966

D

Makarwich, C. C.
905 Robert Cut-off
Fort Worth, Texas

August 5, 1966

D

Management Services, Inc.
Pensacola, Florida
D. Dee Castetter
Harry L. Parker

August 3, 1968
~~Indefinite~~ ☒ D

Dale E. Ingram

March 16, 1967

D

~~Marion, J. B.~~
~~J. B. Marion Cotton Co.~~
~~Lubbock, Texas~~

September 29, 1965 ☒ F

Mecham Construction Company
Las Vegas, Nevada
Wallace W. Mecham

August 15, 1966

C

Violation of
the Eight
Hour Law

Memphis Coach Company, Inc.
Memphis, Tennessee
Universal Factors Acceptance Corp.
Dave Gavin
William A. Richie

October 15, 1966

A

~~* → Janitorial ← *~~
Mercury Maintenance and Janitorial
Service, Inc.
4128 Wilshire Blvd.
Los Angeles, California
John Patrick Bradley

December 19, 1966

D

Mereen-Johnson Machine Co.
Minneapolis, Minnesota

June 20, 1966

A

Metropolitan Fats and Oils Company, Inc.
Bayonne, New Jersey

* → December 20, 1968 ← *
~~Indefinite~~ ☒ F

Metropolitan Shortening Corp.
Long Island City, New Jersey

* → December 20, 1968 ← *
~~Indefinite~~ ☒ F

Midwest Structural, Inc.
North St. Paul, Minnesota

May 12, 1968

A

Contractor, Firm
or Individual

Termination
Date

Type

Remarks

Missile-Tech Engineering
724 North Lake Street
Burbank, California
Jay Sanders
14296 Bleeker Street
San Fernando, California

October 16, 1967

D

Monarch Processing Corp.
150 Broadway
New York, New York
Monarch Trading Company
Monarch Trading Company, Inc.
Transasia Carriers Corp.
Transasia Steamship Company, Inc.
Transasia Marine Corp.
Transasia Transport Corp.
Manoutchehr Aadal Corp.
American Asia Lines, Inc.

→ Indefinite ←
[September 11, 1965]

F

Moniteau Mills, Inc.
California, Missouri

April 22, 1968

A

Montgomery United Builders
Montgomery, Alabama
H. Jack Windsor
Mary Ellen Windsor
Vance C. Dyar

September 7, 1968

C

B

Mortenson Landscape and
Sprinkler Service Company
Hanford, California
Carlyle Mortenson

May 1, 1967

C

Violation of
the National
Housing Act

Mosites, Moschos G.,
M. G. Mosites
Pittsburg, Pennsylvania

April 15, 1967

B

Muskegon International Terminals, Inc.
1920 Lakeshore Drive
Muskegon, Michigan
U. S. Stevedoring Corp.
Angelo, Frank, and Joseph Balestrieri
Agnes Lupo
11 Broadway
New York, New York

March 31, 1966

D

Contractor, Firm
or Individual

Termination
Date

Type

Remarks

ional Janitor Service Corp.
ional Janitor Service Corp.
of Florida
1449 Hugh Avenue
Louisville, Kentucky
David O. Humbert

January 10, 1967

D

Newark Grain Hall Corp.
Hall, New York

Hammond Milling Company, Inc.
Hialeah, Florida

Holloway Bean and Grain Company, Inc.
Newark, New York

Indefinite

F

Newport, New Hampshire
Peter Laganas
Frank Peter Larmie

August 27, 1966

~~Indefinite~~

F

D

Oberg's Store
102 Main Street
Maynard, Massachusetts
Anthony Palmaccio

February 6, 1966

D

Palmaccio, Anthony
102 Main Street
Maynard, Massachusetts
Oberg's Store

February 6, 1966

D

Commercial and Industrial
Coal Company, Raymond A.
Pittsburg, Pennsylvania

April 10, 1966

A

Parker Roofing Company
San Antonio, Texas
Alex T. Licata, Jr.

October 1, 1965

B

Parker, Harry L.
Pensacola, Florida
Management Services, Inc.
D. Dee Castetter

August 3, 1968

~~Indefinite~~

D

Poitras, R. E.
R. E. Poitras Company
Winter Haven, Florida

March 16, 1967

B

Prince Brothers Contractors, Inc.
Anthony L. Prince
Victor L. Prince
Charles A. Prince
Baltimore, Maryland

April 15, 1968

C

Violation of
the School
Survey and
Construction
Act.

Contractor, Firm
or Individual

Termination
Date

Type

Remarks

Prochnau, James W.
Albany, Oregon
Jackson and Prochnau, Inc.

Indefinite

F

Queen's Shortening and Refining Corp.
Long Island City, New York

* → December 20, 1968 ← *
[Indefinite]

F

September 11, 1965

Harold B. Barton

Dean Coal Company, Inc.
Bartonsburg, Kentucky

Rees, Richard
211 Hillside Avenue
Wyckoff, New Jersey

Indefinite

F

Reggianni (alias Redgianinni),
Joseph A.
Webster, Westmoreland County, Pennsylvania
Frankie Coal Company

April 10, 1966

A

Reynolds, George W.
Bassett, Virginia

March 17, 1967

D

Richie, William A.
Memphis, Tennessee
Memphis Coach Company, Inc.
Universal Factors Acceptance Corp.
Dave Gavin

October 15, 1966

A

Riverside Shortening Corp.
Closter, New Jersey

* → December 20, 1968 ← *
[Indefinite]

F

Roach, Joseph W.
1418 Walnut Street
Philadelphia, Pennsylvania
Philadelphia Elevator Company

November 30, 1966

D

Rogers, Uriah A.
Rogers Electric and Plumbing Company
Cartersville, Georgia

March 22, 1968

C

Violation of
the National
Housing Act
of 1949.

Rooke Engineering Company
8560 Tujunga Avenue
Sun Valley, California
William I. Rooke
17400 Index Street
Granada Hills, California

October 16, 1967

D

Contractor, Firm
or Individual

Termination
Date

Type

Remarks

Botello, Ben
40 Victoria Lane
Tenafly, New Jersey

Indefinite

F

Ruben Iron and Metal Company
347 Findlay Street
Dayton, Ohio
Albert Ruben
1649 Layton Drive
Dayton, Ohio
Louis Ruben
609 Coleridge Avenue
Trotwood, Ohio

July 22, 1967
~~Indefinite~~ ☒ D

Myron H. Kraft
Anthony G. Dietl

March 2, 1967

B

Sanders, Jay
14296 Bleeker Street
San Fernando, California
Missile-Tech Engineering
724 North Lake Street
Burbank, California

October 16, 1967

D

San Francisco Home Owners Service
1221 Main Street
Hilton-Freewater, Oregon
Aaron Craig

April 11, 1967

D

San Jose Construction Company
Baltimore, Maryland

April 15, 1968

C

Violation of the
School Survey &
Construction Act

Scott Construction Company
P. O. Box 191
Bartlesville, Oklahoma
T. P. Scott

May 15, 1967

D

Selectronics, Inc.
1206 South Napa Street
Philadelphia, Pennsylvania
A. Silver and Sons
Milton Silver

December 13, 1965

D

Semler Industries, Inc.
6919 Lankershim Blvd.
North Hollywood, California
Norman N. Semler

February 25, 1966

D

Contractor, Firm
or Individual

Terminat
Date

Type

Remarks

Fields, John P.
55 Rochester Road
Pittsburg, Pennsylvania
Virginia Erection Company

January 1, 1966 D

Shortening Corporation of America, Inc.
Jersey City, N. J.

* → December 20, 1968 ← *
[Indefinite] F

Silver and Sons, A. and
Milton Silver → Silver ← *
Philadelphia, Pennsylvania
Selectronics, Inc.

December 13, 1965 D

Sims, H. W.
Sims Cotton Company
Memphis, Tennessee

August 2, 1966 F

Smothers, John C.
Southern Illinois Cooperative Coal
Sales Company
Marion, Illinois

May 20, 1966 F

Southern Illinois Co-operative
Coal Sales Company
Marion, Illinois
John C. Smothers

May 20, 1966 F

~~Spurlock, John, Company~~
~~Spurlock, John, Company, Inc.~~
~~5319 Grant Street~~
~~San Diego, California~~
~~Leo and/or Lee W. Hunydee~~

~~September 1, 1965 D~~

Steinberg, Louis A.
71 Fulton Street
New York, New York
Baldwin Silver Corp.

January 28, 1966 D

Stout Electrical Service, Larry S.
Leighton, Pennsylvania
Larry S. Stout

May 27, 1967 C

Violation of
the Housing
Act of 1949

Sullivan, C. L.
Washington, D. C.
American Beauty-Grain Corp.
Larry G. Wickline

August 15, 1966 A

Contractor, Firm
or Individual

Termination
Date

Type

Remarks

Send Roofing Company
Atlanta, Georgia
Wendell Townsend

September 16, 1966 C

Violation of the
Hospital Survey &
Construction Act.

Transasia Carriers Corp.

150 Broadway

New York, New York

Transasia Marine Corp.

Transasia Steamship Co., Inc.

Transasia Transport Corp.

Manoutchehr Aadal

American Asia Lines, Inc.

Monarch Trading Company

Monarch Trading Company, Inc.

* → Indefinite ← *

September 11, 1965 F

Trans-World Refining Corporation

Jersey City, New Jersey

* → December 20, 1968 ← *

Indefinite F

~~Trojan Machine Works~~

~~215 No. Taylor Avenue~~

~~Montebello, California~~

~~Semen Kasparoff~~

October 28, 1965 D

Truck Salvage and Equipment Company

1661 Grinnett Drive

Shreveport, Louisiana

~~Best Builders~~

January 19, 1967

Indefinite F

Universal Automated Industries Inc.

New York, New York

* → December 20, 1968 ← *

Indefinite F

Universal Factors Acceptance Corp.

Memphis, Tennessee

Memphis Coach Company, Inc.

Dave Gavin

William A. Richie

October 15, 1966 A

U. S. Stevedoring Corp.

11 Broadway

New York, New York

Agnes Lupo

Muskegon International

Terminals, Inc.

Angelo, Frank, and Joseph Balastrieri

March 31, 1966 D

~~Valley Tool Supply~~

~~115-B Inyokern Avenue~~

~~Inyokern, California~~

~~Frank O. Henderson~~

October 31, 1965 D

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Vaughn Lumber Company Forsyth, Georgia	June 3, 1968	A	
Virginia Erection Company 455 Rochester Road Pittsburg, Pennsylvania John P. Shields	January 1, 1966	D	
Walker, J. H. Compton, California	April 5, 1967	C	Violation of the Housing Act of 1949
Wickline, Larry G. Washington, D. C. American Beauty-Grain Corp. C. L. Sullivan	March 24, 1967	A	
Wickline, Larry G. Washington, D. C. American Beauty-Grain Corp. C. L. Sullivan	August 15, 1966	A	
Windsor, H. Jack Montgomery, Alabama Montgomery United Builders Mary Ellen Windsor Vance C. Dyar	September 7, 1968	C	Violation of the Eight Hour Law
Apollo, Armstrong County, Pa. Dorg Mining Co. Robert Douds Frank Rozina	November 2, 1965	A	
Zancker, Norman Delos 807 South 37th Street St. Joseph, Missouri	September 14, 1967	D	

Change
Type A - Violations of the Walsh-Healey Act. The persons or firms listed have been found by the Secretary of Labor to have breached the agreements and representations required by the Act and, therefore, no contract shall be awarded to such persons or firms or to any firm, corporation, partnership, or association in which they have a controlling interest until after the termination date shown.

Type B - Violations of the Davis-Bacon Act. The Comptroller General has found that the persons or firms listed have disregarded their obligations to employees and subcontractors within the purview of the Act and, therefore, no contract shall be awarded to any such person or firm or to any firm, corporation, partnership, or association in which they have an interest until after the termination date shown.

Type C - Violations of Other Public Contracts Acts. The Secretary of Labor has reported that the Contractors listed were found to have violated the prevailing wage provisions of their contracts. Regulations of the Secretary of Labor direct that subject to consideration for reinstatement upon a presentation demonstrating current responsibility such contractors or any firm, corporation, Partnership, or association in which such contractors have a substantial interest shall be ineligible until after the termination date shown to receive any contracts subject to the Davis-Bacon Act, as amended; Anti-Kickback Act, as amended; Eight Hour Law, as amended; National Housing Act, as amended; Hospital Survey and Construction Act; Federal Airport Act, as amended; Housing Act of 1949; School Survey and Construction Act of 1950; Defense Housing and Community Facilities and Services Act of 1951, as amended; and the Area Redevelopment Act of 1961 - 75 Stat. 47.

Type D-Administrative Debarments. Includes those debarments made by this Department on the basis of the record of facts contained in the files supporting the GSA consolidated list of current Administrative Debarments by Executive Agencies, or made in connection with contract actions of this Department pursuant to AGPR 4-1.602.

Type E - Violations of the Buy American Act. The persons or firms listed have been determined by the Department or other Executive Agencies, in accordance with Section 3(b) of the Buy American Act. (41 U.S.C. 10(b)), to have failed to comply with the provisions of Section 3(a) of that Act under any contract containing the specific provisions required by Section 3(a) and made for the construction, alteration, or repair of any public building or public work.

Type F - Administrative Suspensions. Includes those suspensions made by this Department on the basis of the record of facts communicated to the contractor by the Secretary or other authorized official. No contract shall be awarded to, nor any subcontract or supplier relationship be authorized with, any such suspended firm or person, or to or with any firm, corporation, partnership, or association in which they have a controlling interest or the policies of which are decided or materially influenced by the persons named.

APPENDIX NO. I

List of Firms Which by Reason of Past Commercial Transactions with Anthony DeAngelis' Controlled Firms May Use Those Firms as Suppliers or May Engage in Transactions in Which DeAngelis or a Controlled Firm has an Interest. ~~As of January 16, 1964.~~ ***

*** → The firms listed below have done business with Anthony De Angelis' controlled firms in the past. Thus they may use such firms as suppliers. They may also engage in transactions in which De Angelis or a controlled firm has an interest. Any proposed contract with a listed firm (a) for tallow, lard, edible oil, or pork product, or (b) where the contract amount will exceed \$10,000, should receive careful consideration. The contracting officer or other Department official should, before award, review all available information to ensure that there is no connection between the proposed contractor and Anthony DeAngelis, or any firm which he controls or has an interest. Questionable cases may be referred to the Office of the Inspector General for advice or conduct of investigation. A copy of such request shall be furnished to the Director of Plant and Operations for information purposes. ← ***

A. J. Armstrong, Inc.
Atlantic and Lakes Barge Lines, Inc.

Balfour, Guthrie, and Company
Bayonne Industries
Bell Financial Corp.
Bernard Bowman Corp.
B. I. L. Food Products
B. N. S. International Sales Corp.
Bulk Weighers & Samplers, Inc.
Bunge Corporation

Century Packing Company, Inc.
Century Provision Company
Commodity Service Corporation
Continental Grain Company
Cornelius Exports, Inc.

East Jersey Railroad Company
Eagle Brand Products, Inc.
El Dorado Packing Company
John Englehorn and Sons



F. & G. Commodities
Franklin National Bank, Long Island, N. Y.
J. L. Fredricks Corp.
Freehold Farms
Freezer House, Inc.

Gaylord - Greer, Inc.
Gersony - Strauss, Inc.
Greater New York Packing Company

Charles Haaq, Inc.
Harbor Tank Storage Corp.
Walter E. Heller and Company
Hess Terminal, Port of Houston
Hudson Packing Company
Hudson Tank Storage Company
Hydro Prints, Inc.

Imhoff Packing Company
International Refining and Packaging Corp.
Isbrandtsen Company, Inc.

Joliet Packing Company

Lawrence Warehouse Company
Liquid Carriers Corp.
Lou's Provision, Bronx, New York

Manhattan Import and Export Company
Manhattan Oil Transportation Corp.
Manhattan Tank Storage Corp.
Millar Brothers

National Packing Company
Newark Boneless Meat Products
New York Tank Barge Company

Oak Crest Refining Corp.
Old Bridge Brokerage Company
Over-World Trading Company

Paulyn Enterprises, Inc.
Pitchal Packing Company
Plata-American Trading Company
Pork Center

Regal Packing Company
Roberts Foods Corp.
Royal Commercial Corp.
Royal Packing Company
E. J. Rudman and Company

Scarburgh Company
J. Henry Schroder Banking Corp.
Shortening Corp. of Florida
Silver Hill Corp.
Smokemasters, Inc.
South Chicago Packing Company
A. E. Staley Mfg. Company, Decatur, Illinois
John E. Staren Company
Stoll Packing Company

John Thallon and Company
Thenco, Inc.
Triangle Meat Distributors, Inc.
Twin Cities Packing Company
850 Frelinghuysen Avenue, Newark, New Jersey
260 Secaucus Road, Secaucus, New Jersey
Twin City Packing Company
17-27 Avenue L, Newark, New Jersey
Twin Food Products, Inc.

Urban Meat Company

Whitney National Bank of New Orleans

No change

CLEARANCE AND APPROVAL SHEET FOR DEPARTMENTAL DIRECTIVES

(Instructions for Writers and Reviewers are at the top of the reverse side of this sheet)

KIND OF ISSUANCE 20 24, Supplement 122	SUBJECT OF ISSUANCE Debarred, Ineligible and Suspended Bidders		
PREPARED BY V. S. Gunther	OFFICE Contract & Procurement Mgt.	EXT. 4071	DATE 11/30/65

ROUTING AND CLEARANCE

CLEARED	INITIALS	DATE	CLEARED	INITIALS	DATE
1. V. S. Gunther, C&PM	V.S.G.	12-1-65	6.		
2. T. M. Baldauf, OP&O	T.M.B.	12-6-65	7.		
3. Secretary's Records			8.		
4.			9.		
5.			10.		

IF PROPOSED ISSUANCE IS A MEMORANDUM, DO ANY OF ITS PROVISIONS REQUIRE CODIFICATION IN THE ADMINISTRATIVE REGULATIONS?

☐ YES
 ☐ NO
 (Use "Remarks" section to elaborate, if needed)

REMARKS (Use for instructions or information that will be helpful to reviewers. If desired, use for the text of amendments to the Administrative Regulations that do not require signature in the Office of the Secretary.)

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 By
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12-19-65

Instructions for Writers

- (1) Use this form for formal clearance and approval of proposed Administrative Regulations, Secretary's and Staff Office Memorandums.
- (2) Prepare and process directives in accordance with 4 AR Chapter 5 and pertinent staff office instructions.
- (3) Use instructions below to measure the readability of your directive.

Instructions for Clearing Officials

- (1) Initial and date this form.
- (2) Sign salmon copies of documents, when they are present.
- (3) Notify preparing office when cleared or held.
- (4) Forward to next clearance point, unless otherwise directed.

NOTE: Secretary's Records and Communication Division will retain clearance sheets for Administrative Regulations and Secretary's Memorandums. Originating offices retain clearance sheets for other issuances.

WRITER'S READABILITY APPRAISAL

APPRAISE THE READABILITY OF EACH DIRECTIVE BEFORE PUTTING IT INTO THE CLEARANCE PROCESS. FIGURE AND RECORD THE FOG INDEX IN THE SPACE BELOW. THE FOG INDEX MEASURES READABILITY OF A GIVEN TEXT IN TERMS OF YEARS OF SCHOOLING NEEDED TO READ IT WITH EASE. IF THE FOG INDEX NUMBER IS MORE THAN 12, CONSIDER STEPS (SEE ITEM 4, BELOW) TO IMPROVE READABILITY.

INSTRUCTIONS

1. SELECT A REPRESENTATIVE SAMPLE OF TEXT OF AT LEAST 100 WORDS. FOR LONG DIRECTIVES, SELECT SAMPLES FROM SEVERAL PAGES AS NEEDED. ANALYZE SHORT DOCUMENTS (ONE-HALF PAGE OR LESS) COMPLETELY. EXCLUDE TABLES OR GRAPHICS.

2. ENTER DATA FOR EACH SAMPLE AS INDICATED BELOW	IDENTIFY SAMPLE →	PAGE AND PARAGRAPH NUMBER OF SAMPLE(S)					TOTAL
A. NUMBER OF WORDS (Do not count words in headings unless continuous with text. Treat as one word: hyphenated words, numbers, abbreviations, and other symbols)							
B. NUMBER OF SENTENCES (Count units which end in a period or a question mark. In vertical listings, count the introduction and each item as a separate sentence, regardless of punctuation used.)							
C. NUMBER OF HARD WORDS (Treat as hard words, all words of 3 or more syllables, abbreviations and symbols. Do not count capitalized words, unless symbolized or abbreviated)							

3. DETERMINE THE AVERAGE FOG INDEX FOR ALL TEXT USING TOTALS IN ITEM 2 ABOVE.

- a. AVERAGE NUMBER OF WORDS PER SENTENCE (Item 2A divided by item 2B)
- b. PERCENT OF HARD WORDS (Item 2C divided by item 2A)
- c. SUM OF WORD AVERAGE AND HARD WORD PERCENT (Item 3a plus item 3b)
- d. FOG INDEX (Item 3c multiplied by .4)

4. HOW YOU CAN LOWER THE FOG INDEX

- a. USE SIMPLE WORDS
- b. WRITE IN THE ACTIVE VOICE
- c. WRITE SHORT SENTENCES
- d. LIMIT SENTENCES TO ONE THOUGHT
- e. CUT USELESS WORDS AND INFORMATION

THE ABOVE PROCEDURE IS BASED ON ROBERT GUNNING'S FOG INDEX FORMULA, FROM "THE TECHNIQUE OF CLEAR WRITING," MCGRAW-HILL BOOK CO., INC.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 5, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 24, SUPPLEMENT 130

FOR OFFICIAL USE ONLY

Debarred, Ineligible and Suspended Bidders

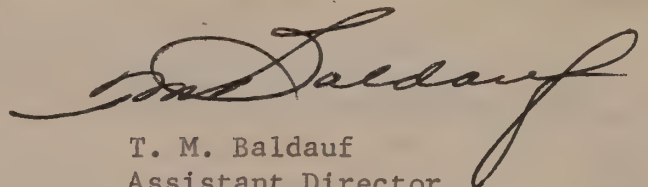
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OFFICE OF
PLANT AND OPERATIONS

Director's Files

The attached list of Debarred, Ineligible and Suspended Bidders is issued in accordance with AGPR 4-1.602 and includes all current debarments and suspensions. This list cancels and supersedes all previous lists of debarred bidders.

For ease of reference, the listing is alphabetical with key letter designations to show the type of debarments, suspensions, and ineligibility. Explanation of the various types follows the listing. Note that termination dates of debarment are given.

Questions concerning the above should be directed to the Contract and Procurement Management Division, V. S. Gunther, Extension 4071.



T. M. Baldauf
Assistant Director
(Department Debarring Officer)

Attachments

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THE UNIVERSITY OF CHICAGO

Contractor, Firm or Individual	Termination Date	Type	Remarks
Aadal, Monoutchehr American Asia Lines, Inc. 150 Broadway New York, New York Monarch Processing Corp. Monarch Trading Company Monarch Trading Company, Inc. Transasia Carriers Corp. Transasia Marine Corp. Transasia Steamship Co., Inc. Transasia Transport Corp.	Indefinite	F	
Adams Engineering Co., Inc. Miami, Florida	June 3, 1968	A	
Allied Converters, Inc. 64 Drake Avenue New Rochelle, New York 10 Butternut Drive New City, New York Herbert A. Ellenbogen	July 6, 1967	D	
Allied Crude Vegetable Oil Refining Corp. Bayonne, New Jersey	December 20, 1968	D	
Alpha Roofing and Sheet Metal Corp. 1107 Manhattan Avenue Brooklyn, New York	March 15, 1968	D	
American Aero Parts 5800 West Third Street Los Angeles, California Export Trade Development Corp. C. Conrad Goodreau	October 30, 1967	F	
American Beauty-Grain Corp. Washington, D.C. Larry G. Wickline C. L. Sullivan	August 15, 1966	A	
Anasae International Corp. New York, New York	Indefinite	F	
Appalachian Flooring Co. 33 Park Street Somerville, Massachusetts Charles J. Auditore	June 18, 1966	E	

Contractor, Firm
or Individual

Termination
Date

Type Remarks

Aqua International Corp.
29 Broadway
New York, New York
Manoutchehr Aadal

~~Indefinite~~

F

Aramini Painting Contractors
Aramini & Company
Maywood, New Jersey
John M. Aramini
Angelo Moreno

September 15, 1967

B

~~Arland's Asphalt Paving Company~~
~~3362 South Main~~
~~Salt Lake City, Utah~~
~~Arland P. Jensen~~

~~Indefinite~~

~~F~~

~~August 1, 1967~~

~~D~~

~~Associated Processors, Inc.~~
~~Williamsport, Pennsylvania~~

~~April 22, 1966~~

~~A~~

Atlantic Industries and Terminal Inc.
Bayonne, New Jersey

December 20, 1968

D

~~Auditore, Charles J.~~
~~41 Maple Street~~
~~Sommerville, Massachusetts~~
~~Appalachian Flooring Company~~

~~June 18, 1966~~

~~E~~

~~M. Aura & Company, Inc.~~
~~P. O. Box 2002~~
~~Dallas, Texas 75211~~
~~M. Aura~~

February 10, 1967 F

1966

F

~~Balestrieri, Angelo, Frank~~
~~and Joseph~~
~~11 Broadway~~
~~New York, New York~~
~~U. S. Stevedoring Corp.~~
~~Agnes Lupo~~
~~Muskegon International~~
~~Terminals, Inc.~~

~~March 31, 1966~~

~~D~~

~~Baptista, Rezende~~
~~R. Baptista, Inc.~~
~~New Bedford, Massachusetts~~

July 1, 1967

B

~~Barkus Auto Sales and Service, Inc.~~
~~1406 North 5th Street~~
~~Philadelphia, Pennsylvania~~
~~Albert Barkus~~
~~Barlous, Thomas G.~~
~~132 North Main Street~~
~~Middleboro, Mass.~~

Indefinite

Indefinite

F

, 1966

B

F

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Bongardino, John 477 Central Blvd. Palisades, New Jersey	Indefinite	F	
Bracconeri, Leopold 126 Engle Street Tenaflly, New Jersey	Indefinite	F	
Bradley, John Patrick 4128 Wilshire Blvd. Los Angeles, California Mercury Maintenance and Janitor Services, Inc.	December 19, 1966	D	
Brock and Brower Brock and Brower Aircraft Brock, Paul Brock, Paul, Airparts, Inc. P.O. Box 629 Marianna, Florida Louis Brower	October 14, 1966	D	
Canale, Tony, Contractor Pleasantville, New Jersey	December 17, 1968	B	
Cardell Company, The 7959 Anita Drive Philadelphia, Pennsylvania <i>Marvin Cardell</i>	Indefinite	F	
Casaus, Inc. Los Angeles, California	Indefinite	F	
Castetter, D. Dee Pensacola, Florida Management Services, Inc. Harry L. Parker	August 3, 1966	D	
Casto R. C. and Son 241 Main Avenue Weston, West Virginia R. C. Casto	March 31, 1967	D	
Child Construction Company, Ralph Springville, Utah Ralph Child	October 13, 1967	B	
Chicago Refining Corp. Chicago, Illinois	December 20, 1968	D	

Contractor, Firm or Individual	Termination Date	Type	Remarks
Clark, C. Leroy, a/k/a Clark, Corbet Leroy 417 Northwest Front Street S/W 2nd Street 425 E. Gum Street Walnut Ridge, Arkansas C. Leroy Clark Company Clark Construction Company Quality Concrete Products Co., Inc. move in 2 spa	August 19, 1968	F	
Clark, Henry W. Alexandria, Virginia	December 1, 1968	C	School Survey Act of 1950.
*→ Clark Limestone Company, a corporation Logan, Iowa	February 23, 1969	A	
Fred R. Clark Offset Printing Fred R. Clark	June 17, 1966	A	
Cohen, Louis New York, New York	Indefinite	F	
Continental Refining and Packaging Company, Inc. North Bergen, New Jersey	December 20, 1968	D	
Corn Belt Grain Company Gibson City, Illinois Derby, Illinois Freddy L. Friend	September 16, 1966	F	
*→ Cox Coal Company Jellico, (Campbell County) Tennessee Alonzo Cox Charles R. Cox Robert D. Cox	April 7, 1969	A	
*→ Crass Coal Company Briceville (Anderson County), Tennessee Neil Crass	July 1, 1969	A	1968 A
*→ Curran, Jack Isabela, Puerto Rico Hau and Curran Construction Co. Roberto Hau-Colon	June 15, 1969	E	, 1968 D
DeAngelis, Dominick R. 121 Pine Street Closter, New Jersey	*→ August 16, 1966	F	
*→ Day and Night Super Market 425 South Florissant Road Ferguson, Missouri Tony Mannino	Indefinite	F	

Contractor, Firm or Individual	Termination Date	Type	Remarks
Delta Smelting Corp. 1112 Georgia Avenue Warner Robins, Georgia Samuel H. Heller 468 Wesleyan Drive Macon, Georgia	October 20, 1966	D	
* → Dempsey, Donald L. 105 Paseo Delta Playa Apartment #1 Redondo Beach, California	October 28, 1967		D
Dietl and Kraft, Inc. Newark, New Jersey Anthony J. Dietl Harold R. Safris Myron H. Kraft	March 2, 1967	B	
Dixon Industrial Track Construction Company Dixon, Illinois Christ Kallas	April 15, 1966	B	
Dyar, Vance C. Montgomery, Alabama Montgomery United Builders H. Jack Windsor Mary Ellen Windsor	September 7, 1968	C	Housing Act of 1949
* → Dynamic Metals Division Oklahoma City, Oklahoma Luther Iron & Metal Company Samuel Harold Heller	1968	D	
64 Drake Avenue New Rochelle, New York 10 Butternut Drive New City, New York Allied Converters, Inc.	Indefinite	F	
Export Trade Development Corp. 5800 West Third Street Los Angeles, California American Aero Parts C. Conrad Goodreau	July 6, 1967	D	
* → Farley, Edward and Eugene DeSoto, Illinois	October 30, 1967	F	
Farley, Edward and Eugene DeSoto, Illinois	May 20, 1966	A	
Farmers Grain Company Marvel, North Dakota Dickson, W. G.	August 27, 1966	F	

Contractors, Firm or Individual	Termination Date	Type	Remarks
Forte's Fuel Service, Inc. Atco, New Jersey Joseph Forte, Jr.	November 10, 1967	A	
Gregorio Construction Company, Inc. Bloomfield, Connecticut Joseph Gregorio, individually	January 7, 1969	C	Work Hours Standards Act
Frankie Coal Company Webster, Westmoreland County, Pennsylvania Joseph Reggianni (alias Joe Redgianinni)	April 10, 1966	A	
Friend, Freddy L. Gibson City, Illinois Derby, Illinois Corn Belt Grain Company	September 16, 1966	F	
Gavin, Dave Memphis, Tennessee Memphis Coach Company, Inc. Universal Factors Acceptance Corp. William A. Richie	October 15, 1966	A	
Gobel, Adolph North Bergen, New Jersey	December 28, 1968	D	
Goodreau, C. Conrad 5800 West Third Street Los Angeles, California American Aero Parts Export Trade Development Corp.	October 30, 1967	F	
*→ Grace Manufacturing Co., W. E., a Corporation Dallas, Dallas County, Texas	February 9, 1969	A	
Gregorio Construction Company, Inc. Bloomfield, Connecticut Joseph Gregorio individually Maitland, Florida Holloway Bean and Grain Company, Inc. Newark, New York Newark Grain Hall Corp. Hall, New York	January 7, 1969	C	Work Hours Standards Act
Harkavy, Harry J. Saugatuck Shores Westport, Connecticut	Indefinite	F	
*→ Hau and Curran Construction Company Isabela, Puerto Rico Roberto Hau-Colon Jack Curran	*→ December 3, 1966	F	
	June 15, 1969	E	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Meller, Samuel H. 468 Wesleyan Drive Macon, Georgia Delta Smelting Corp. 1112 Georgia Avenue Warner Robins, Georgia	October 20, 1966	D	
Henson, L. W. 1661 Grimmett Drive Shreveport, Louisiana	January 19, 1967	D	
Hill, Howard, Inc. Augusta, Georgia Howard H. Hill	May 1, 1967	C	Violation of the National Housing Act
Holloway Bean and Grain Company, Inc. Newark, New York Hammond Milling Company, Inc. Hialeah, Florida Newark Grain Hall Corp. Hall, New York	Indefinite	F	
Hubinger, Frederick James, Jr. 228-3rd Street Manhattan Beach, California	October 16, 1967	D	
Humbert, David O. 1449 Hugh Avenue Louisville, Kentucky National Janitor Service Corp. National Janitor Service Corp. of Florida	January 10, 1967	D	
Ingram, Dale X . 112 Front Graehl Fairbanks, Alaska Marinell Painting Company Julius L. Marinell	March 16, 1967	D	
Jackson and Prochnau, Inc. Albany, Oregon James W. Prochnau	Indefinite	F	
James, Clarence B. Clarence B. James Company Washington, D. C.	January 13, 1968	B	
Jax Construction Company, Inc. P.O. Box 509 Yazoo, Mississippi	October 7, 1966	D	
Jenson, Arland P. 3362 South Main Salt Lake City, Utah Arland's Asphalt Paving Company	Indefinite	F	

Contractor, Firm or Individual	Termination Date	Type	Remarks
Jones, Ray Ray Jones Company Dallas, Texas	June 1, 1968	B	
*→ Jones, Vergil E. El Paso, Texas and Colorado Springs, Colorado J.O.Y. Construction Company J.O.Y. Contracting Company, Inc. R. L. Yarbrough	February 8, 1969	C	Eight Hour Laws B
J.O.Y. Contracting Company, Inc. Vergil E. Jones R. L. Yarbrough	February 8, 1969	C	Hour Laws
Montebello, California	October 16, 1967	D	
*→ K Kalady Construction Company, Inc. H Chicago, Illinois I Kalady Construction Company Joseph M. Kalady East Orange, New Jersey	June 17, 1969	C	Eight Hour Laws
Kraft, Myron H. Newark, New Jersey Dietl and Kraft, Inc. Anthony J. Dietl Harold R. Safris	March 2, 1967	B	
Laganas, Peter 41 Canal Street Newport, New Hampshire Newport Shoe Manufacturing Corporation Frank Peter Larmie	August 27, 1966	D	
Larsen, Robert N. R. Larsen Landscaping Company, North Chicago, Illinois R. Larsen Builders	June 7, 1968	C	Violation of the National Housing Act
Leonard Grain Company, Inc. Ballard, Illinois Chenoa, Illinois John C. Leonard	September 29, 1966	F	
Liddon, J. F. Yazoo, Mississippi Jax Construction Co., Inc.	July 30, 1967	D	
Long, W. Edward Hillside, Maryland	March 16, 1967	B	
*→ Luther Iron & Metal Company Oklahoma City, Oklahoma Dynamic Metals Division Samuel Harold Heller	Indefinite	F	

Contractor, Firm or Individual	Termination Date	Type	Remarks
Supo, Agnes 11 Broadway New York, New York U.S. Stevedoring Corp. Angelo, Frank, and Joseph Balestrieri Muskegon International Terminals, Inc.	March 31, 1966	D	
Makarwich, C. C. 905 Robert Cut-off Fort Worth, Texas	August 5, 1966	D	
Management Services, Inc. Pensacola, Florida D. Dee Castetter Harry L. Parker	August 3, 1968	D	
Mann, John C. 11567 Santa Monica Boulevard West Los Angeles, California 90025 Sophia Palmer Price-Daniels Mortuary	Indefinite	F	
Mannino, Tony 425 South Florissant Road Ferguson, Missouri Day and Night Super Market	Indefinite	F	1966
		C	Violation of the Eight Hour Law
Memphis Coach Company, Inc. Memphis, Tennessee Universal Factors Acceptance Corp. Dave Gavin William A. Richie	October 15, 1966	A	
Mercury Maintenance and Janitorial Service, Inc. 4128 Wilshire Blvd. Los Angeles, California John Patrick Bradley	December 19, 1966	D	
Mereen-Johnson Machine Co. Minneapolis, Minnesota	June 20, 1966	A	
Metropolitan Fats and Oils Company, Inc. Bayonne, New Jersey	December 20, 1968	D	
Metropolitan Shortening Corp. Long Island City, New Jersey	December 20, 1968	D	
Midwest Structural, Inc. North St. Paul, Minnesota	May 12, 1968	A	
Milstein, Morris Mayaguez, Puerto Rico Southland Manufacturing Corporation	March 16, 1969	A	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Missile-Tech Engineering 724 North Lake Street Burbank, California Jay Sanders 14296 Bleeker Street San Fernando, California	October 16, 1967	D	
Molina, Peter Lopez Tucson, Arizona, and LaPuente, California	January 3, 1969	C	National Housing Act
Monarch Processing Corp. 150 Broadway New York, New York Monarch Trading Company Monarch Trading Company, Inc. Transasia Carriers Corp. Transasia Steamship Company, Inc. Transasia Marine Corp. Transasia Transport Corp. Manoutchehr Aadal Corp. American Asia Lines, Inc.	Indefinite	F	
Moniteau Mills, Inc. California, Missouri	April 22, 1968	A	
Montgomery United Builders Montgomery, Alabama H. Jack Windsor Mary Ellen Windsor Vance C. Dyar	September 7, 1968	C	Housing Act of 1949
Moreno, Angelo Maywood, New Jersey Aramini Painting Contractors Aramini and Company John M. Aramini	September 15, 1967	B	
Mortenson Landscape and Sprinkler Service Company Hanford, California Carlyle Mortenson	May 1, 1967	C	Violation of the National Housing Act
Mosites, Moschos G., M. G. Mosites Pittsburg, Pennsylvania	April 15, 1967	B	
*→ Palmer, Sophia 11567 Santa Monica Boulevard West Los Angeles, California 90025 John C. Mann Price-Daniels Mortuary	Indefinite	F	

Contractor, Firm or Individual	Termination Date	Type	Remarks
Muskegon International Terminals, Inc. 1920 Lakeshore Drive Muskegon, Michigan U.S. Stevedoring Corp. Angelo, Frank, and Joseph Balestrieri Agnes Lupo 11 Broadway New York, New York	March 31, 1966	D	
National Janitor Service Corp. National Janitor Service Corp. of Florida 1449 Hugh Avenue Louisville, Kentucky David O. Humbert	January 10, 1967	D	
Newark Grain Hall Corp. Hall, New York Hammond Milling Company, Inc. Hialeah, Florida Holloway Bean and Grain Company, Inc. Newark, New York	Indefinite	F	
Newport Shoe Manufacturing Corporation 41 Canal Street Newport, New Hampshire Peter Laganas Frank Peter Larmie	August 27, 1966	D	
Niagra Tree Experts and Landscaping Service Niagra Tree Experts and Landscaping, Inc. Niagra Falls, New York A. W. Bergeron	September 1, 1966	B	
Pape Commercial and Industrial Coal Company, Raymond A. Pittsburg, Pennsylvania	April 10, 1966	A	
Parker, Harry L. Pensacola, Florida Management Services, Inc. D. Dee Castetter	August 3, 1968	D	
Philadelphia Elevator Company 1418 Walnut Street Philadelphia, Pennsylvania Joseph W. Roach	November 30, 1966	D	
Poitras, R. E. R. E. Poitras Company Winter Haven, Florida	March 16, 1967	B	
Presley Roofing and Construction Company and Presley Roofing Company Prichard, Alabama Thomas F. Presley	April 29, 1969	B	

Contractor, Firm or Individual	Termination Date	Type	Remarks
*→ Price-Daniels Mortuary P 11567 Santa Monica Boulevard West Los Angeles, California 90025 Sophia Palmer John C. Mann Baltimore, Maryland	Indefinite April 15, 1966	C	ion of chool and action F ACT.
Prochnau, James W. Albany, Oregon Jackson and Prochnau, Inc.	Indefinite	F	
Quality Concrete Products Co., Inc. 417 Northwest Front Street Walnut Ridge, Arkansas C. Leroy Clark Corbet Leroy Clark C. Leroy Clark Company Clark Construction Company	*→ August 19, 1968	F	
Queen's Shortening and Refining Corp. Long Island City, New York	December 20, 1968	D	
Red 73 Creamery, Inc. Union City, Indiana	Indefinite	F	
Rees, Richard 211 Hillside Avenue Wyckoff, New Jersey	Indefinite	F	
Reggianni (alias Redgianinni), Joseph A. Webster, Westmoreland County, Pennsylvania Frankie Coal Company	April 10, 1966	A	
Richie, William A. Memphis, Tennessee Memphis Coach Company, Inc. Universal Factors Acceptance Corp. Dave Gavin	October 15, 1966	A	
Riverside Shortening Corp. Closter, New Jersey	December 20, 1968	F	
Roach, Joseph W. 1418 Walnut Street Philadelphia, Pennsylvania Philadelphia Elevator Company	November 30, 1966	D	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Rogers, Uriah A. Rogers Electric and Plumbing Company Cartersville, Georgia	March 22, 1968	C	Violation of the National Housing Act of 1949.
Rooke Engineering Company 8560 Tujunga Avenue Sun Valley, California William I. Rooke 17400 Index Street Granada Hills, California	October 16, 1967	D	
Rotello, Ben 40 Victoria Lane Tenafly, New Jersey	Indefinite	F	
Ruben Iron and Metal Company 347 Findlay Street Dayton, Ohio Albert Ruben 1649 Layton Drive Dayton, Ohio Louis Ruben 609 Coleridge Avenue Trotwood, Ohio	July 22, 1967	D	
Safris, Harold R. Newark, New Jersey Dietl and Kraft Inc. Myron H. Kraft Anthony G. Dietl	March 2, 1967	B	
Sanders, Jay 14296 Bleeker Street San Fernando, California Missile-Tech Engineering 724 North Lake Street Burbank, California	October 16, 1967	D	
San Francisco Home Owners Service 1221 Main Street Milton-Freewater, Oregon Aaron Craig	April 11, 1967	D	
San Jose Construction Company Baltimore, Maryland	April 15, 1968	C	Violation of the School Survey & Construction Act.

Contractor, Firm
or Individual

Termination
Date

Type Remarks

Scott Construction Company
P
B

Anthony J. Dietl - to - Anthony G. Dietl
and Kraft, Inc.

*→ Seanor Coal Company, a corporation
Saltsburg, Pennsylvania

January 12, 1969 A

Shortening Corporation of America, Inc.
Jersey City, N. J.

December 20, 1968 D

Sims, H. W.
Sims Cotton Company
Memphis, Tennessee

August 2, 1966 F

~~Smethers, John G.
Southern Illinois Cooperative Coal
Sales Company
Marion, Illinois~~

~~May 20, 1966 F~~

*→ Southland Manufacturing Corporation
S Mayaguez, Puerto Rico
Morris Milstein

March 16, 1969 A

M John C. Smothers

~~May 20, 1966 F~~

*→ Stoneco General Contractors, Inc.
S Denver, Colorado
L J. Robert Stone

July 5, 1969 C

Work Hours
standards
act

Violation of
the Housing
Act of 1949.

Sullivan, C. L.
Washington, D.C.
American Beauty-Grain Corp.
Larry G. Wickline

August 15, 1966 A

*→ Tongue River Coal Company
Decker, Montana
Henry Yalowizer
Wendell Townsend

February 9, 1969
September 10, 1969

ation of
Hospital
ey & Con-
struction Act.

Transasia Carriers Corp.
150 Broadway
New York, New York
Transasia Marine Corp.
Transasia Steamship Co., Inc.
Transasia Transport Corp.
Manoutchehr Aadal
American Asia Lines, Inc.
Monarch Trading Company
Monarch Trading Company, Inc.

Indefinite F

Contractor, Firm or Individual	Termination Date	Type	Remarks
Trans-World Refining Corporation Jersey City, New Jersey	December 20, 1968	D	
Truck Salvage and Equipment Company 1661 Grimmett Drive Shreveport, Louisiana	January 19, 1967	D	
* United Montgomery Builders, Inc. Montgomery, Alabama NEW YORK, NEW YORK	September 7, 1968 December 20, 1968	D	Housing Act of 1949
Universal Factors Acceptance Corp. Memphis, Tennessee Memphis Coach Company, Inc. Dave Gavin William A. Richie	October 15, 1966	A	
U.S. Stevedoring Corp. 11 Broadway New York, New York Agnes Lupo Muskegon International Terminals, Inc. Angelo, Frank, and Joseph Balastrieri	March 31, 1966	D	
Vaughn Lumber Company Forsyth, Georgia	June 3, 1968	A	
Walker, J. H. Compton, California	April 5, 1967	C	Violation of the Housing Act of 1949.
Western Dairy Company Clarkfield, Minnesota Washington, D.C. American Beauty-Grain Corp. C. L. Sullivan	April 19, 1967 August 15, 1966	F A	
Windsor, H. Jack Montgomery, Alabama Montgomery United Builders Mary Ellen Windsor Vance C. Dyar	September 7, 1968	C	Housing Act of 1949
Woslum, Fred Fred Woslum, Inc. Orange, California	April 1, 1966		Violation of the Eight Hour Law.
Yalowizer, Henry Decker, Montana Tongue River Coal Company	February 9, 1969	A 4, 1967	D
Yarbrough, R. L. El Paso, Texas and Colorado Springs, Colorado J.O.Y. Construction Company J.O.Y. Contracting Company, Inc. Vergil E. Jones	February 8, 1969	C	Eight Hour Law

Type A - Violations of the Walsh-Healey Act. The persons or firms listed have been found by the Secretary of Labor to have breached the agreements and representations required by the Act and, therefore, no contract shall be awarded to such persons or firms or to any firm, corporation, partnership, or association in which they have a controlling interest until after the termination date shown.

Type B - Violations of the Davis-Bacon Act. The Comptroller General has found that the persons or firms listed have disregarded their obligations to employees and subcontractors within the purview of the Act and, therefore, no contract shall be awarded to any such person or firm or to any firm, corporation, partnership, or association in which they have an interest until after the termination date shown.

Type C - Violations of Other Public Contracts Acts. The Secretary of Labor has reported that the Contractors listed were found to have violated the prevailing wage provisions of their contracts. Regulations of the Secretary of Labor direct that subject to consideration for reinstatement upon a presentation demonstrating current responsibility such contractors or any firm, corporation, partnership, or association in which such contractors have a substantial interest shall be ineligible until after the termination date shown to receive any contracts subject to the Davis-Bacon Act, as amended; Anti-Kickback Act, as amended; Eight Hour Law, as amended; National Housing Act, as amended; Hospital Survey and Construction Act; Federal Airport Act, as amended; Housing Act of 1949; School Survey and Construction Act of 1950; Defense Housing and Community Facilities and Services Act of 1951, as amended; and the Area Redevelopment Act of 1961 - 75 Stat. 47.

Type D - Administrative Debarments. Includes those debarments made by this Department on the basis of the record of facts contained in the files supporting the GSA consolidated list of current Administrative Debarments by Executive Agencies, or made in connection with contract actions of this Department pursuant to AGPR 4-1.602.

Type E - Violations of the Buy American Act. The persons or firms listed have been determined by the Department or other Executive Agencies, in accordance with Section 3(b) of the Buy American Act (41 U.S.C. 10(b)), to have failed to comply with the provisions of Section 3(a) of that Act under any contract containing the specific provisions required by Section 3(a) and made for the construction, alteration, or repair of any public building or public work.

Type F - Administrative Suspensions. Includes those suspensions made by this Department on the basis of the record of facts communicated to the contractor by the Secretary or other authorized official. No contract shall be awarded to, nor any subcontract or supplier relationship be authorized with, any such suspended firm or person, or to or with any firm, corporation, partnership, or association in which they have a controlling interest or the policies of which are decided or materially influenced by the persons named.

APPENDIX NO. 1

List of Firms Which by Reason of Past Commercial Transactions with Anthony DeAngelis' Controlled Firms May Use Those Firms as Suppliers or May Engage in Transactions in Which DeAngelis or a Controlled Firm has an Interest.

The firms listed below have done business with Anthony DeAngelis' controlled firms in the past. Thus they may use such firms as suppliers. They may also engage in transactions in which DeAngelis or a controlled firm has an interest. Any proposed contract with a listed firm (a) for tallow, lard, edible oil, or pork product, or (b) where the contract amount will exceed \$10,000, should receive careful consideration. The contracting officer or other Department official should, before award, review all available information to ensure that there is no connection between the proposed contractor and Anthony DeAngelis, or any firm which he controls or has an interest. Questionable cases may be referred to the Office of the Inspector General for advice or conduct of investigation. A copy of such request shall be furnished to the Director of Plant and Operations for information purposes.

Allied Packing Company
American Express Warehousing Ltd.
American World Trading Company
Amertrade, Inc.
Anglo-American Packing Co.
A. J. Armstrong, Inc.
Atlantic and Lakes Barge Lines, Inc.

Balfour, Guthrie, and Company
Bayonne Industries
Bell Financial Corp.
Bernard Bowman Corp.
B. I. L. Food Products
B. N. S. International Sales Corp.
Bulk Weighers & Samplers, Inc.
Bunge Corporation

Century Packing Company, Inc.
Century Provision Company
Commodity Service Corporation
Continental Grain Company
Cornelius Exports, Inc.

East Jersey Railroad Company
Eagle Brand Products, Inc.
El Dorado Packing Company
John Englehorn and Sons

F. & G. Commodities
Franklin National Bank, Long Island, N. Y.
J. L. Fredricks Corp.
Freehold Farms
Freezer House, Inc.

Gaylord - Greer, Inc.
Gersony - Strauss, Inc.
Greater New York Packing Company

Charles Haaq, Inc.
Harbor Tank Storage Corp.
Walter E. Heller and Company
Hess Terminal, Port of Houston
Hudson Packing Company
Hudson Tank Storage Company
Hydro Prints, Inc.

Imhoff Packing Company
International Refining and Packaging Corp.
Isbrandtsen Company, Inc.

Joliet Packing Company

Lawrence Warehouse Company
Liquid Carriers Corp.
Lou's Provision, Bronx, New York

Manhattan Import and Export Company
Manhattan Oil Transportation Corp.
Manhattan Tank Storage Corp.
Millar Brothers

National Packing Company
Newark Boneless Meat Products
New York Tank Barge Company

Oak Crest Refining Corp.
Old Bridge Brokerage Company
Over-World Trading Company

Paulyn Enterprises, Inc.
Pitchal Packing Company
Plata-American Trading Company
Pork Center

Regal Packing Company
Roberts Foods Corp.
Royal Commercial Corp.
Royal Packing Company
E. J. Rudman and Company

Scarburgh Company
J. Henry Schroder Banking Corp.
Shortening Corp. of Florida
Silver Hill Corp.
Smokemasters, Inc.
South Chicago Packing Company
A. E. Staley Mfg. Company, Decatur, Illinois
John E. Staren Company
Stoll Packing Company

John Thallon and Company
Thenco, Inc.
Triangle Meat Distributors, Inc.
Twin Cities Packing Company
850 Frelinghuysen Avenue, Newark, New Jersey
260 Secaucus Road, Secaucus, New Jersey
Twin City Packing Company
17-27 Avenue L, Newark, New Jersey
Twin Food Products, Inc.

Urban Meat Company

Whitney National Bank of New Orleans

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 30, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 24, SUPPLEMENT 131

FOR OFFICIAL USE ONLY

Debarred, Ineligible and Suspended Bidders

The attached list of Debarred, Ineligible and Suspended Bidders is issued in accordance with AGPR 4-1.602 and includes all current debarments and suspensions. This list cancels and supersedes all previous lists of debarred bidders.

For ease of reference, the listing is alphabetical with key letter designations to show the type of debarments, suspensions, and ineligibility. Explanation of the various types follows the listing. Note that termination dates of debarment are given.

Questions concerning the above should be directed to the Contract and Procurement Management Division, V. S. Gunther, Extension 7527.


T. M. Baldauf
Department Debarring Officer

Attachments

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PROCUREMENT
ORGANIZATION 1-1

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Contractor, Firm or Individual	Termination Date	Type	Remarks
Aadal, Monoutchehr American Asia Lines, Inc. 150 Broadway New York, New York Monarch Processing Corp. Monarch Trading Company Monarch Trading Company, Inc. Transasia Carriers Corp. Transasia Marine Corp. Transasia Steamship Co., Inc. Transasia Transport Corp.	Indefinite	F	Legal Proceedings pending
Adams Engineering Co., Inc. Miami, Florida	6/3/68	A	
Allied Converters, Inc. 64 Drake Avenue New Rochelle, New York 10 Butternut Drive New City, New York Herbert A. Ellenbogen	7/6/67	D	
Allied Crude Vegetable Oil Refining Corp. Bayonne, New Jersey	12/20/68	D	
Alpha Roofing and Sheet Metal Corp. 1107 Manhattan Avenue Brooklyn, New York	3/15/68	D	
American Aero Parts 5800 West Third Street Los Angeles, California Export Trade Development Corp. C. Conrad Goodreau	10/30/67	D	
American Beauty Grain Corp. Washington, D.C. Larry G. Wickline C. L. Sullivan	8/15/66	A	
Anasae International Corp. New York, New York	Indefinite	F	Legal proceedings pending
Aqua International Corp. 29 Broadway New York, New York Manoutchehr Aadal	Indefinite	F	pending

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Aramini Painting Contractors Aramini & Company Maywood, New Jersey John M. Aramini Angelo Moreno	9/15/67	B	
Arland's Asphalt Paving Company 3362 South Main Salt Lake City, Utah Arland P. Jenson	Indefinite	F	
Armijo Cleaning Service 803 Colbern Street Belton, Missouri Bonnie Armijo	8/17/67	D	
Atlantic Industries and Terminal Inc. Bayonne, New Jersey	12/20/68	D	
M. Aura & Company, Inc. P. O. Box 2002 Dallas, Texas M. Aura	2/10/67	F	
Bacchus International Commerce Corp. 1 Park Avenue New York, New York Joseph R. Awad	9/13/66	F	
Baptista, Rezendes R. Baptista, Inc. New Bedford, Massachusetts	7/1/67	B	
Barkus Auto Sales and Service, Inc. 1406 North 5th Street Philadelphia, Pennsylvania Albert Barkus	3/23/68 Indefinite	D X	
Barlous, Thomas G. 132 North Main Street Middleboro, Massachusetts	Indefinite	F	
Bergeron, A. W. Niagara Falls, New York Niagara Tree Experts and Landscaping Service Niagara Tree Experts and Landscaping, Inc.	9/1/66	B	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Bongardino, John 477 Central Blvd. Palisades, New Jersey	Indefinite	F	
Bracconeri, Leopold 126 Engle Street Tenafly, New Jersey	Indefinite	F	
Bradley, John Patrick 4128 Wilshire Blvd. Los Angeles, California Mercury Maintenance and Janitor Services, Inc.	12/19/66	D	
Brock and Brower Brock and Brower Aircraft Brock, Paul Brock, Paul, Airparts, Inc. P.O. Box 629 Marianna, Florida Louis Brower	10/14/66	D	
Canale, Tony, Contractor Pleasantville, New Jersey	12/17/68	B	
Cardell Company, The 7959 Anita Drive Philadelphia, Pennsylvania Marvin Cardell	5/12/68 Indefinite	D F	
Casaus, Inc. Los Angeles, California	Indefinite	F	
Castetter, D. Dee Pensacola, Florida Management Services, Inc. Harry L. Parker	8/3/68 8/2/66	D	
Casto, R. C. and Son 241 Main Avenue Weston, West Virginia R. C. Casto	3/31/67	D	
Child Construction Company, Ralph Springville, Utah Ralph Child	10/13/67	B	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Chicago Refining Corp. Chicago, Illinois	12/20/68	D	
Clark, C. Leroy, a/k/a Clark, Corbet Leroy 417 Northwest Front Street S/W 2nd Street 425 E. Gum Street Walnut Ridge, Arkansas C. Leroy Clark Company Clark Construction Company Quality Concrete Products Co., Inc.	8/19/68	D	
Clark, Henry W. Alexandria, Virginia	12/1/68	C	School Survey Act of 1950.
Clark Limestone Company, a corporation Logan, Iowa	2/23/69	A	
Cohen, Louis New York, New York	Indefinite	F	Legal proceedings pending
Continental Refining and Packaging Company, Inc. North Bergen, New Jersey	12/20/68	D	
Corn Belt Grain Company Gibson City, Illinois Derby, Illinois Freddy L. Friend	9/16/66	F	
Cox Coal Company Jellico, (Campbell County) Tennessee Alonzo Cox Charles R. Cox Robert D. Cox	4/7/69	A	
Craig, Aaron 1221 Main Street Milton-Freewater, Oregon San Francisco Home Owners Service	4/11/67	D	
Crass Coal Company Briceville (Anderson County), Tennessee Neil Crass	7/1/69	A	
Croft, Sam G. Bluff City, Kansas Sam Croft Grain Company	7/31/67	F	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Curran, Jack Isabela, Puerto Rico Hau and Curran Construction Co. Roberto Hau-Colon	6/15/69	E	
Day and Night Super Market 425 South Florissant Road Ferguson, Missouri Tony Mannino	Indefinite	F	
DeAngelis, Anthony 4053 Edson Avenue Bronx, New York (See also Appendix No. 1)	12/20/68	D	
DeAngelis, Dominick R. 121 Pine Street Closter, New Jersey	8/16/66	F	
Delta Smelting Corp. 1112 Georgia Avenue Warner Robins, Georgia Samuel H. Heller 468 Wesleyan Drive Macon, Georgia	10/20/66	D	
Dempsey, Donald L. 105 Paseo Delta Playa Apartment #1 Redondo Beach, California	10/28/67	D	
Dietl and Kraft, Inc. Newark, New Jersey Anthony J. Dietl Harold R. Safris Myron H. Kraft	3/2/67	B	
Dyar, Vance C. Montgomery, Alabama Montgomery United Builders H. Jack Windsor Mary Ellen Windsor	9/7/68	C	Housing Act of 1949.
Dynamic Metals Division Oklahoma City, Oklahoma Luther Iron and Metal Company Samuel Harold Heller	5/3/69 Indefinite	D	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Eastern Edible Refining Corp. North Bergen, New Jersey	12/20/68	D	
Ellenbogen, Herbert A. 64 Drake Avenue New Rochelle, New York 10 Butternut Drive New City, New York Allied Converters, Inc.	7/6/67	D	
Export Trade Development Corp. 5800 West Third Street Los Angeles, California American Aero Parts C. Conrad Goodreau	10/30/67	F D	
Forte's Fuel Service, Inc. Atco, New Jersey Joseph Forte, Jr.	11/10/67	A	
Friend, Freddy L. Gibson City, Illinois Derby, Illinois Corn Belt Grain Company	9/16/66	F	
Gavin, Dave Memphis, Tennessee Memphis Coach Company, Inc. Universal Factors Acceptance Corp. William A. Richie	10/15/66	A	
Gobel, Adolph North Bergen, New Jersey	12/28/68	D	
Goodreau, C. Conrad 5800 West Third Street Los Angeles, California American Aero Parts Export Trade Development Corp.	10/30/67	F D	
Grace Manufacturing Co., W. E., a Corporation Dallas, Dallas County, Texas	2/9/69	A	
Gregorio Construction Company, Inc. Bloomfield, Connecticut Joseph Gregorio	1/7/69	C	Work Hours Standards Act.

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
H & J Floor Covering, Inc. 1773 Pitkin Avenue Brooklyn, New York	4/2/67	D	
Hammond Milling Company, Inc. Hialeah, Florida Holloway Bean and Grain Company, Inc. Newark, New York Newark Grain Hall Corp. Hall, New York	Indefinite	F	Legal proceedings pending
Harkavy, Harry J. Saugatuck Shores Westport, Connecticut	12/3/66	F	
Hau and Curran Construction Company Isabela, Puerto Rico Roberto Hau-Colon Jack Curran	6/15/69	E	
Heller, Samuel H. 468 Wesleyan Drive Macon, Georgia Delta Smelting Corp. 1112 Georgia Avenue Warner Robins, Georgia	10/20/66	D	
Henson, L. W. 1661 Grimmett Drive Shreveport, Louisiana Truck Salvage and Equipment Co.	1/19/67	D	
Hill, Howard, Inc. Augusta, Georgia Howard H. Hill	5/1/67	C	Violation of the National Housing Act.
Holloway Bean and Grain Company, Inc. Newark, New York Hammond Milling Company, Inc. Hialeah, Florida Newark Grain Hall Corp. Hall, New York	Indefinite	F	Legal proceedings pending
Hubinger, Frederick James, Jr. 228-3rd Street Manhattan Beach, California	10/16/67	D	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Humbert, David O. 1449 Hugh Avenue Louisville, Kentucky National Janitor Service Corp. National Janitor Service Corp. of Fla.	1/10/67	D	
Ingram, Dale L. 112 Front Graehl Fairbanks, Alaska Marinell Painting Company Julius L. Marinell	3/16/67	D	
Jackson and Prochnau, Inc. Albany, Oregon James W. Prochnau	Indefinite 10/23/67	D	
James, Clarence B. Clarence B. James Company Washington, D.C.	1/13/68	B	
Jax Construction Company, Inc. P.O. Box 509 Yazoo, Mississippi	10/7/66	D	
Jenson, Arland P. 3362 South Main Salt Lake City, Utah Arland's Asphalt Paving Company	Indefinite	F	
Jones, Ray Ray Jones Company Dallas, Texas	6/1/68	B	
Jones, Vergil E. El Paso, Texas and Colorado Springs, Colo. J.O.Y. Construction Company J.O.Y. Contracting Company, Inc. R. L. Yarbrough	2/8/69	C	Violation of the Eight Hour Law.
J.O.Y. Construction Company El Paso, Texas and Colorado Springs, Colo. J.O.Y. Contracting Company, Inc. Vergil E. Jones R. L. Yarbrough	2/8/69	C	Violation of the Eight Hour Law.
Kalady Construction Company, Inc. Chicago, Illinois Kalady Construction Company Joseph M. Kalady	6/17/69	C	Violation of the Eight Hour Law.

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Katz, Henry B. Henry B. Katz Industries, Inc. 13-19 Hollywood Plaza East Orange, New Jersey	10/21/67	D	
Kraft, Myron H. Newark, New Jersey Dietl and Kraft, Inc. Anthony J. Dietl Harold R. Safris	3/2/67	B	
Laganas, Peter 41 Canal Street Newport, New Hampshire Newport Shoe Manufacturing Corp. Frank Peter Larmie	8/27/66	D	
Larsen, Robert N. R. Larsen Landscaping Company North Chicago, Illinois R. Larsen Builders	6/7/68	C	Violation of the National Housing Act.
Liddon, J. F. Yazoo, Mississippi Jax Construction Co., Inc.	7/30/67	D	
Long, W. Edward Hillside, Maryland	3/16/67	B	
Luther Iron and Metal Company Oklahoma City, Oklahoma Dynamic Metals Division Samuel Harold Heller	5/3/69 Indefinite	D F	
Makarwich, G. G. 905 Robert Cut-off Fort Worth, Texas <i>delete</i>	8/5/66	D	
Management Services, Inc. Pensacola, Florida D. Dee Castetter Harry L. Parker	8/3/68	D	
Mann, John C. 11567 Santa Monica Boulevard West Los Angeles, California 90025 Sophia Palmer Price-Daniels Mortuary	4/7/67 Indefinite	D F	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Mannino, Tony 425 South Florissant Road Ferguson, Missouri Day and Night Super Market	Indefinite	F	
Marinell, Julius L. Marinell Painting Company P. O. Box 705 North Little Rock, Arkansas Dale E. Ingram	3/16/67	D	
Mecham Construction Company Las Vegas, Nevada Wallace W. Mecham	8/15/66	C	Violation of the Eight Hour Law.
Memphis Coach Company, Inc. Memphis, Tennessee Universal Factors Acceptance Corp. Dave Gavin William A. Richie	10/15/66	A	
Mercury Maintenance and Janitorial Service, Inc. 4128 Wilshire Blvd. Los Angeles, California John Patrick Bradley	12/19/66	D	
Metropolitan Fats and Oils Company, Inc. Bayonne, New Jersey	12/20/68	D	
Metropolitan Shortening Corp. Long Island City, New Jersey	12/20/68	D	
Midwest Structural, Inc. North St. Paul, Minnesota	5/12/68	A	
Milstein, Morris Mayaguez, Puerto Rico Southland Manufacturing Corporation	3/16/69	A	
Missile-Tech Engineering 724 North Lake Street Burbank, California Jay Sanders 14296 Bleeker Street San Fernando, California	10/16/67	D	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Molina, Peter Lopez Tucson, Arizona, and LaPuente, California	1/3/69	C	National Housing Act.
Monarch Processing Corp. 150 Broadway New York, New York Monarch Trading Company Monarch Trading Company, Inc. Transasia Carriers Corp. Transasia Steamship Company, Inc. Transasia Marine Corp. Transasia Transport Corp. Manoutchehr Aadal Corp. American Asia Lines, Inc.	Indefinite	F	Legal proceedings pending.
Moniteau Mills, Inc. California, Missouri	4/22/68	A	
Montgomery United Builders Montgomery, Alabama H. Jack Windsor Mary Ellen Windsor Vance C. Dyar	9/7/68	C	Violation of the Housing Act of 1949.
Moreno, Angelo Maywood, New Jersey Aramini Painting Contractors Aramini and Company John M. Aramini	9/15/67	B	
Mortenson Landscape and Sprinkler Service Company Hanford, California Carlyle Mortenson	5/1/67	C	Violation of the National Housing Act.
Mosites, Moschos G. M. G. Mosites Pittsburgh, Pennsylvania	4/15/67	B	
Palmer, Sophia 11567 Santa Monica Boulevard West Los Angeles, California 90025 John C. Mann Price-Daniels Mortuary	4/7/67 Indefinite	D F	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
National Janitor Service Corp. National Janitor Service Corp. of Florida 1449 Hugh Avenue Louisville, Kentucky David O. Humbert	1/10/67	D	
Newark Grain Hall Corp. Hall, New York Hammond Milling Company, Inc. Hialeah, Florida Holloway Bean and Grain Company, Inc. Newark, New York	Indefinite	F	Legal proceedings pending
Newport Shoe Manufacturing Corporation 41 Canal Street Newport, New Hampshire Peter Laganas Frank Peter Larmie	8/27/66	D	
Niagara Tree Experts & Landscaping Service Niagara Tree Experts and Landscaping, Inc. Niagara Falls, New York A. W. Bergeron	9/1/66	B	
Parker, Harry L. Pensacola, Florida Management Services, Inc. D. Dee Castetter	8/3/68	D	
Philadelphia Elevator Company 1418 Walnut Street Philadelphia, Pennsylvania Joseph W. Roach	11/30/66	D	
Poitras, R. E. R. E. Poitras Company Winter Haven, Florida	3/16/67	B	
Presley Roofing and Construction Company Presley Roofing Company Prichard, Alabama Thomas F. Presley	4/29/69	B	
Price-Daniels Mortuary 11567 Santa Monica Boulevard West Los Angeles, California Sophia Palmer John C. Mann	4/7/67 Indefinite	D F	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Prince Brothers Contractors, Inc. Anthony L. Prince Victor L. Prince Charles A. Prince Baltimore, Maryland	4/15/68	C	Violation of the School Survey and Construction Act.
Prochnau, James W. Albany, Oregon Jackson and Prochnau, Inc.	Indefinite 10/23/67	F D	
Quality Concrete Products Co., Inc. 417 Northwest Front Street Walnut Ridge, Arkansas C. Leroy Clark Corbet Leroy Clark C. Leroy Clark Company Clark Construction Company	8/19/68	F D	
Queen's Shortening and Refining Corp. Long Island City, New York	12/20/68	D	
Red 73 Creamery, Inc. Union City, Indiana	Indefinite	F	
Rees, Richard 211 Hillside Avenue Wyckoff, New Jersey	Indefinite	F	
Richie, William A. Memphis, Tennessee Memphis Coach Company, Inc. Universal Factors Acceptance Corp. Dave Gavin	10/15/66	A	
Riverside Shortening Corp. Closter, New Jersey	12/20/68	F	
Roach, Joseph W. 1418 Walnut Street Philadelphia, Pennsylvania Philadelphia Elevator Company	11/30/66	D	
Rogers, Uriah A. Rogers Electric and Plumbing Company Cartersville, Georgia	3/22/68	C	Violation of the National Housing Act of 1949.

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Rooke Engineering Company 8560 Tujunga Avenue Sun Valley, California William I. Rooke 17400 Index Street Granada Hills, California	10/16/67	D	
Rotello, Ben 40 Victoria Lane Tenafly, New Jersey	Indefinite	F	Legal proceedings pending
Ruben Iron and Metal Company 347 Findlay Street Dayton, Ohio Albert Ruben 1649 Layton Drive Dayton, Ohio Louis Ruben 609 Coleridge Avenue Trotwood, Ohio	7/22/67	D	
Safris, Harold R. Newark, New Jersey Dietl and Kraft Inc. Myron H. Kraft Anthony G. Dietl	3/2/67	B	
Sam Croft Grain Company Bluff City, Kansas Sam G. Croft	7-31- ⁶⁷ 68	F	
Missile-Tech Engineering 724 North Lake Street Burbank, California	10/16/67	D	
San Francisco Home Owners Service 1221 Main Street Milton-Freewater, Oregon Aaron Craig	4/11/67	D	
San Jose Construction Company Baltimore, Maryland	4/15/68	C	Violation of the School Survey and Construction Act.
Scott Construction Company P.O. Box 191 Bartlesville, Oklahoma T. P. Scott	5/15/67	D	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Scott's Food Store Equipment Co. Albany, Georgia Hubert F. Scott	2/9/69	A	
Seanor Coal Company, a corporation Saltsburg, Pennsylvania	1/12/69	A	
Shortening Corporation of America, Inc. Jersey City, N. J.	12/20/68	D	
Sims, H. W. Sims Cotton Company Memphis, Tennessee	8/2/66 2/2/67	F	
Southland Manufacturing Corporation Mayaguez, Puerto Rico Morris Milstein	3/16/69	A	
Stoneco General Contractors, Inc. Denver, Colorado J. Robert Stone	7/5/69	C	Work Hours Standards Act,
Stout Electrical Service, Larry S. Leighton, Pennsylvania Larry S. Stout	5/27/67	C	Violation of the Housing Act of 1949.
Sullivan, G. L. Washington, D.C. American Beauty-Grain Corp. Larry G. Wickline	8/15/66	A	
Tongue River Coal Company Decker, Montana Henry Yalowizer	2/9/69	A	
Townsend Roofing Company Atlanta, Georgia Wendell Townsend	9/16/66	C	Violation of the Hospital Survey & Con- struction Act.
Transasia Carriers Corp. 150 Broadway New York, New York Transasia Marine Corp. Transasia Steamship Co., Inc. Transasia Transport Corp. Manoutchehr Aadal American Asia Lines, Inc. Monarch Trading Company Monarch Trading Company, Inc.	Indefinite	F	Learn more about pending

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Trans-World Refining Corporation Jersey City, New Jersey	12/20/68	D	
Truck Salvage and Equipment Company 1661 Grimmett Drive Shreveport, Louisiana L. W. Henson	1/19/67	D	
United Montgomery Builders, Inc. Montgomery, Alabama	9/7/68	C	Housing Act of 1949.
Universal Automated Industries, Inc. New York, New York	12/20/68	D	
Universal Factors Acceptance Corp. Memphis, Tennessee Memphis Coach Company, Inc. Dave Gavin William A. Richie	10/15/66	A	
Vaughn Lumber Company Forsyth, Georgia	6/3/68	A	
Walker, J. H. Compton, California	4/5/67	C	Violation of the Housing Act of 1949.
Western Dairy Company Clarkfield, Minnesota	4/19/67	F	
Wickline, Larry G. Washington, D.C. American Beauty-Grain Corp. G. L. Sullivan	8/15/66		
Windsor, H. Jack Montgomery, Alabama Montgomery United Builders Mary Ellen Windsor Vance C. Dyar	9/7/68	C	Housing Act of 1949.
Yalowizer, Henry Decker, Montana Tongue River Coal Company	2/9/69	A	
Yarbrough, R. L. El Paso, Texas and Colorado Springs, Colorado J.O.Y. Construction Company J.O.Y. Contracting Company, Inc. Vergil E. Jones	2/8/69	C	Violation of the Eight Hour Law.

Type A - Violations of the Walsh-Healey Act. The persons or firms listed have been found by the Secretary of Labor to have breached the agreements and representations required by the Act and, therefore, no contract shall be awarded to such persons or firms or to any firm, corporation, partnership, or association in which they have a controlling interest until after the termination date shown.

Type B - Violations of the Davis-Bacon Act. The Comptroller General has found that the persons or firms listed have disregarded their obligations to employees and subcontractors within the purview of the Act and, therefore, no contract shall be awarded to any such person or firm or to any firm, corporation, partnership, or association in which they have an interest until after the termination date shown.

Type C - Violations of Other Public Contracts Acts. The Secretary of Labor has reported that the Contractors listed were found to have violated the prevailing wage provisions of their contracts. Regulations of the Secretary of Labor direct that subject to consideration for reinstatement upon a presentation demonstrating current responsibility such contractors or any firm, corporation, partnership, or association in which such contractors have a substantial interest shall be ineligible until after the termination date shown to receive any contracts subject to the Davis-Bacon Act, as amended; Anti-Kickback Act, as amended; Eight Hour Law, as amended; National Housing Act, as amended; Hospital Survey and Construction Act; Federal Airport Act, as amended; Housing Act of 1949; School Survey and Construction Act of 1950; Defense Housing and Community Facilities and Services Act of 1951, as amended; and the Area Redevelopment Act of 1961 - 75 Stat. 47.

Type D - Administrative Debarments. Includes those debarments made by this Department on the basis of the record of facts contained in the files supporting the GSA consolidated list of current Administrative Debarments by Executive Agencies, or made in connection with contract actions of this Department pursuant to AGPR 4-1.602.

Type E - Violations of the Buy American Act. The persons or firms listed have been determined by the Department or other Executive Agencies, in accordance with Section 3(b) of the Buy American Act (41 U.S.C. 10(b)), to have failed to comply with the provisions of Section 3(a) of that Act under any contract containing the specific provisions required by Section 3(a) and made for the construction, alteration, or repair of any public building or public work.

Type F - Administrative Suspensions. Includes those suspensions made by this Department on the basis of the record of facts communicated to the contractor by the Secretary or other authorized official. No contract shall be awarded to, nor any subcontract or supplier relationship be authorized with, any such suspended firm or person, or to or with any firm, corporation, partnership, or association in which they have a controlling interest or the policies of which are decided or materially influenced by the persons named.

APPENDIX NO. 1

List of Firms Which by Reason of Past Commercial Transactions with Anthony DeAngelis' Controlled Firms May Use Those Firms as Suppliers or May Engage in Transactions in Which DeAngelis or a Controlled Firm has an Interest.

The firms listed below have done business with Anthony DeAngelis' controlled firms in the past. Thus they may use such firms as suppliers. They may also engage in transactions in which DeAngelis or a controlled firm has an interest. Any proposed contract with a listed firm (a) for tallow, lard, edible oil, or pork product, or (b) where the contract amount will exceed \$10,000, should receive careful consideration. The contracting officer or other Department official should, before award, review all available information to ensure that there is no connection between the proposed contractor and Anthony DeAngelis, or any firm which he controls or has an interest. Questionable cases may be referred to the Office of the Inspector General for advice or conduct of investigation. A copy of such request shall be furnished to the Director of Plant and Operations for information purposes.

Allied Packing Company
American Express Warehousing Ltd.
American World Trading Company
Amertrade, Inc.
Anglo-American Packing Co.
A. J. Armstrong, Inc.
Atlantic and Lakes Barge Lines, Inc.

Balfour, Guthrie, and Company
Bayonne Industries
Bell Financial Corp.
Bernard Bowman Corp.
B. I. L. Food Products
B. N. S. International Sales Corp.
Bulk Weighers & Samplers, Inc.
Bunge Corporation

Century Packing Company, Inc.
Century Provision Company
Commodity Service Corporation
Continental Grain Company
Cornelius Exports, Inc.

East Jersey Railroad Company
Eagle Brand Products, Inc.
El Dorado Packing Company
John Englehorn and Sons

F. & G. Commodities
Franklin National Bank, Long Island, N. Y.
J. L. Fredricks Corp.
Freehold Farms
Freezer House, Inc.

Gaylord - Greer, Inc.
Gersony - Strauss, Inc.
Greater New York Packing Company

Charles Haaq, Inc.
Harbor Tank Storage Corp.
Walter E. Heller and Company
Hess Terminal, Port of Houston
Hudson Packing Company
Hudson Tank Storage Company
Hydro Prints, Inc.

Imhoff Packing Company
International Refining and Packaging Corp.
Isbrandtsen Company, Inc.

Joliet Packing Company

Lawrence Warehouse Company
Liquid Carriers Corp.
Lou's Provision, Bronx, New York

Manhattan Import and Export Company
Manhattan Oil Transportation Corp.
Manhattan Tank Storage Corp.
Millar Brothers

National Packing Company
Newark Boneless Meat Products
New York Tank Barge Company

Oak Crest Refining Corp.
Old Bridge Brokerage Company
Over-World Trading Company

Pauly Enterprises, Inc.
Pitchal Packing Company
Plata-American Trading Company
Pork Center

Regal Packing Company
Roberts Foods Corp.
Royal Commercial Corp.
Royal Packing Company
E. J. Rudman and Company

Scarburgh Company
J. Henry Schroder Banking Corp.
Shortening Corp. of Florida
Silver Hill Corp.
Smokemasters, Inc.
South Chicago Packing Company
A. E. Staley Mfg. Company, Decatur, Illinois
John E. Staren Company
Stoll Packing Company

John Thallon and Company
Thenco, Inc.
Triangle Meat Distributors, Inc.
Twin Cities Packing Company
850 Frelinghuysen Avenue, Newark, New Jersey
260 Secaucus Road, Secaucus, New Jersey
Twin City Packing Company
17-27 Avenue L, Newark, New Jersey
Twin Food Products, Inc.

Urban Meat Company

Whitney National Bank of New Orleans

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

January 16, 1967

PLANT AND OPERATIONS MEMORANDUM NO. 24, SUPPLEMENT 134

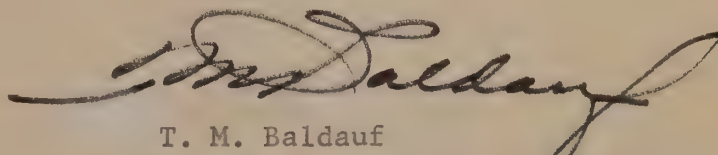
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Debarred, Ineligible and Suspended Bidders

The attached list of Debarred, Ineligible and Suspended Bidders is issued in accordance with AGPR 4-1.602 and includes all current debarments and suspensions. This list cancels and supersedes all previous lists of debarred bidders.

For ease of reference, the listing is alphabetical with key letter designations to show the type of debarments, suspensions, and ineligibility. Explanation of the various types follows the listing. Note that termination dates of debarment are given.

Questions concerning the above should be directed to the Contract and Procurement Management Division, V. S. Gunther, Extension 7527.


T. M. Baldauf
Department Debarring Officer

Attachments

Processed For Reproduction
Secretary's Record & Comm.Div.

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PROCUREMENT

Very truly yours,

Wm. L. Garrison, Jr. and wife, 125 N. 5th St., New York, N.Y.
For the purpose of the above named persons, the sum of \$100.00
has been deposited in the name of the above named persons.

Blank

Wm. L. Garrison, Jr. and wife, 125 N. 5th St., New York, N.Y.
For the purpose of the above named persons, the sum of \$100.00
has been deposited in the name of the above named persons.

Contractor, Firm or Individual	Termination Date	Type	Remarks
Aadal, Monoutchehr American Asia Lines, Inc. 150 Broadway New York, New York Monarch Processing Corp. Monarch Trading Company Monarch Trading Company, Inc. Transasia Carriers Corp. Transasia Marine Corp. Transasia Steamship Co., Inc. Transasia Transport Corp.	Indefinite	F	Legal Proceed- ings Pending
Adams Engineering Co., Inc. Miami, Florida	6/3/68	A	
All Commerce & Trading Corporation 1 Park Avenue New York, New York Bacchus International Commerce Corp. Joseph R. Awad Joseph R. Awad & Company Joseph R. Awad, Inc.	9/13/68	F	
Armed and Dangerous Vegetable Oil Refining Corp. Bayonne, New Jersey	12/20/68	D	
Alpha Roofing and Sheet Metal Corp. 1107 Manhattan Avenue Brooklyn, New York	3/15/68	D	
American Aero Parts 5800 West Third Street Los Angeles, California Export Trade Development Corp. C. Conrad Goodreau	10/30/67	D	
Anasae International Corp. New York, New York	Indefinite	F	Legal Proceed- ings Pending
Aqua International Corp. 29 Broadway New York, New York Manoutchehr Aadal	Indefinite	F	Legal Proceed- ings Pending

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Aramini Painting Contractors Aramini & Company Maywood, New Jersey John M. Aramini Angelo Moreno	9/15/67	B	
Arland's Asphalt Paving Company 3362 South Main Salt Lake City, Utah Arland P. Jenson	Indefinite	F	
Armijo Cleaning Service 803 Colbern Street Belton, Missouri Bonnie Armijo	8/17/67	D	
Asherbraner, Walter Madisonville & Beaver Dam, Ky. Little Nine Coal Company M. Aura & Company, Inc. P. O. Box 2002 Dallas, Texas M. Aura	9/6/69	A	Walsh Healey Act.
Bacchus International Commerce Corp. 1 Park Avenue New York, New York All Commerce & Trading Corporation Joseph R. Awad Joseph R. Awad & Company Joseph R. Awad, Inc. New Bedford, Massachusetts	2/10/67	F	
Barkus Auto Sales and Service, Inc. 1406 North 5th Street Philadelphia, Pennsylvania Albert Barkus	9/13/68	F	
Barkus Auto Sales and Service, Inc. 1406 North 5th Street Philadelphia, Pennsylvania Albert Barkus	3/23/68	D	
Barlous, Thomas G. 132 North Main Street Middleboro, Massachusetts	Indefinite	F	
Bergeron, A. W. Niagara Falls, New York Niagara Tree Experts and Landscaping Service Niagara Tree Experts and Landscaping, Inc.	9/1/66	B	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Bongardino, John 477 Central Blvd. Palisades, New Jersey	Indefinite	F	Legal Proceed- ings Pending
✓ Bracconeri, Leopold 126 Engle Street Tenafly, New Jersey	5/14/70 Indefinite	D F	Legal Proceed- ings Pending
Bradley, John Patrick 4128 Wilshire Blvd. Los Angeles, California Mercury Maintenance and Janitor Services, Inc.	12/19/66	D	
Brock and Brower Brock and Brower Aircraft Brock, Paul Brock, Paul, Airparts, Inc. P. O. Box 629 Marianna, Florida Louis Brower	10/14/66	D	
Canale, Tony, Contractor Pleasantville, New Jersey	12/17/68	B	
Cardell Company, The 7959 Anita Drive Philadelphia, Pennsylvania Marvin Cardell	5/12/68	D	
Casaus, Inc. Los Angeles, California	Indefinite	F	Legal Proceed- ings Pending
Castetter, D. Dee Pensacola, Florida Management Services, Inc. Harry L. Parker	8/3/68	D	
Casto, R. C. and Son 241 Main Avenue Weston, West Virginia R. C. Casto	3/31/67	D	
Center Construction Company, Inc. Keyport, New Jersey Theodore Olsen Alf Abrahamsen Olsen & Abramson O & A Company	8/9/69	C	Housing Act of 1949

Contractor, Firm or Individual	Termination Date	Type	Remarks
Chicago Refining Corp. Chicago, Illinois	12/20/68	D	
City Packing Company, Inc. 3800 North Grove Street Forth Worth, Texas 76106 Robert S. Rosenthal Leonard J. Rosenthal Claude Thomas Wise	Indefinite	F	
C. Leroy Clark Company Clark Construction Company Quality Concrete Products Co., Inc.	8/19/68	D	
Clark, Henry W. Alexandria, Virginia	12/1/68	C	School Survey Act of 1950.
Clark Limestone Company, a corporation Logan, Iowa	2/23/69	A	
Cohen, Louis New York, New York	Indefinite	F	Legal Proceed- ings Pending
Continental Refining and Packaging Company, Inc. North Bergen, New Jersey	12/20/68	D	
Corn Belt Grain Company Gibson City, Illinois Derby, Illinois Freddy L. Friend	9/16/66	F	
Cox Coal Company Jellico, (Campbell County) Tennessee Alonzo Cox Charles R. Cox Robert D. Cox	4/7/69	A	
Craig, Aaron 1221 Main Street Milton-Freewater, Oregon San Francisco Home Owners Service	4/11/67	D	
Crass Coal Company Briceville (Anderson County), Tennessee Neil Crass	7/1/69	A	
Croft, Sam G. Bluff City, Kansas Sam Croft Grain Company	7/31/67	F	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Curran, Jack Isabela, Puerto Rico Hau and Curran Construction Co. Roberto Hau-Colon	6/15/69	E	
Day and Night Super Market 425 South Florissant Road Ferguson, Missouri Tony Mannino	Indefinite	F	
DeAngelis, Anthony 4053 Edson Avenue Bronx, New York (See also Appendix No. 1)	12/20/68	D	
DeAngelis, Dominick R. 121 Pine Street Closter, New Jersey	8/16/66	F	
Delta Smelting Corp. 1112 Georgia Avenue Warner Robins, Georgia Samuel H. Heller 468 Wesleyan Drive Macon, Georgia	10/20/66	D	
Dempsey, Donald L. 105 Paseo Delta Playa Apartment #1 Redondo Beach, California	10/28/67	D	
Dietl and Kraft, Inc. Newark, New Jersey Anthony J. Dietl Harold R. Safris Myron H. Kraft	3/2/67	B	
Dyar, Vance C. Montgomery, Alabama Montgomery United Builders H. Jack Windsor Mary Ellen Windsor	9/7/68	C	Housing Act of 1949.
Dynamic Metals Division Oklahoma City, Oklahoma Luther Iron and Metal Company Samuel Harold Heller	5/3/69	D	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Eastern Edible Refining Corp. North Bergen, New Jersey	12/20/68	D	
Ellenbogen, Herbert A. 64 Drake Avenue New Rochelle, New York 10 Butternut Drive New City, New York Allied Converters, Inc.	7/6/67	D	
Export Trade Development Corp. 5800 West Third Street Los Angeles, California American Aero Parts C. Conrad Goodreau	10/30/67	D	
Forte's Fuel Service, Inc. Atco, New Jersey Joseph Forte, Jr.	11/10/67	A	
Friend, Freddy L. Gibson City, Illinois Derby, Illinois Corn Belt Grain Company	9/16/66	F	
Gavin, Dave Memphis, Tennessee Memphis Coach Company, Inc. Universal Factors Acceptance Corp. William A. Richie	10/15/66	A	
Gobel, Adolph North Bergen, New Jersey	12/28/68	D	
Goodreau, C. Conrad 5800 West Third Street Los Angeles, California American Aero Parts Export Trade Development Corp.	10/30/67	D	
Grace Manufacturing Co., W. E., a Corporation Dallas, Dallas County, Texas	2/9/69	A	
Gregorio Construction Company, Inc. Bloomfield, Connecticut Joseph Gregorio	1/7/69	C	Work Hours Standards Act.

Contractor, Firm or Individual	Termination Date	Type	Remarks
H & J Floor Covering, Inc. 1773 Pitkin Avenue Brooklyn, New York	4/2/67	D	
Hammond Milling Company, Inc. Hialeah, Florida Holloway Bean and Grain Company, Inc. Newark, New York Newark Grain Hall Corp. Hall, New York	Indefinite	F	Legal Proceed- ings Pending
Harkavy, Harry J. Saugatuck Shores Westport, Connecticut	12/3/66	E	
Hau and Curran Construction Company Isabela, Puerto Rico Roberto Hau-Colon Jack Curran	6/15/69	E	
Heller, Samuel H. 458 Wesleyan Drive Macon, Georgia Delta Smelting Corp. 1112 Georgia Avenue Warner Robins, Georgia	10/20/66	D	
Henson, L. W. 1661 Grinnett Drive Shreveport, Louisiana Truck Salvage and Equipment Co.	1/19/67	D	
Hill, Howard, Inc. Augusta, Georgia Howard H. Hill	5/1/67	C	Violation of the National Housing Act.
Holloway Bean and Grain Company, Inc. Newark, New York Hammond Milling Company, Inc. Hialeah, Florida Newark Grain Hall Corp. Hall, New York	Indefinite	F	Legal Proceed- ings Pending
Hubinger, Frederick James, Jr. 228-3rd Street Manhattan Beach, California	10/16/67	D	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Humbert, David O. 1449 Hugh Avenue Louisville, Kentucky National Janitor Service Corp. National Janitor Service Corp. of Fla.	1/10/67	D	
Ingram, Dale L. 112 Front Graehl Fairbanks, Alaska Marinell Painting Company Julius L. Marinell	3/16/67	D	
Jackson and Prochnau, Inc. Albany, Oregon James W. Prochnau	10/23/67	D	
James, Clarence B. Clarence B. James Company Washington, D.C.	1/13/68	B	
Jax Construction Company, Inc. P.O. Box 509 Yazoo, Mississippi	10/7/66	D	
Jenson, Arland P. 3362 South Main Salt Lake City, Utah Arland's Asphalt Paving Company	Indefinite	F	
Jones, Ray Ray Jones Company Dallas, Texas	6/1/68	B	
Jones, Vergil E. El Paso, Texas and Colorado Springs, Colo. J.O.Y. Construction Company J.O.Y. Contracting Company, Inc. R. L. Yarbrough	2/8/69	C	Violation of the Eight Hour Law.
J.O.Y. Construction Company El Paso, Texas and Colorado Springs, Colo. J.O.Y. Contracting Company, Inc. Vergil E. Jones R. L. Yarbrough	2/8/69	C	Violation of the Eight Hour Law.
Kalady Construction Company, Inc. Chicago, Illinois Kalady Construction Company Joseph M. Kalady	6/17/69	C	Violation of the Eight Hour Law.

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Katz, Henry B. Henry B. Katz Industries, Inc. 13-19 Hollywood Plaza East Orange, New Jersey	10/21/67	D	
Kraft, Myron H. Newark, New Jersey Dietl and Kraft, Inc. Anthony J. Dietl Harold R. Safris	3/2/67	B	
Laganas, Peter 41 Canal Street Newport, New Hampshire Newport Shoe Manufacturing Corp. Frank Peter Larmie	8/27/66	D	
Larsen, Robert N. R. Larsen Landscaping Company North Chicago, Illinois R. Larsen Builders	6/7/68	C	Violation of the National Housing Act.
Liddon, J. F. Yazoo, Mississippi Jax Construction Co., Inc.	7/30/67	D	
Little Nine Coal Co. Madisonville & Beaver Dam, Ky. Walter Asherbraner Lutner Iron and Metal Company Oklahoma City, Oklahoma Dynamic Metals Division Samuel Harold Heller	9/6/69	A	Walsh Healey Act.
Management Services, Inc. Pensacola, Florida D. Dee Castetter Harry L. Parker	8/3/68	D	
Mann, John C. 11567 Santa Monica Boulevard West Los Angeles, California 90025 Sophia Palmer Price-Daniels Mortuary	4/7/67	D	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Mannino, Tony 425 South Florissant Road Ferguson, Missouri Day and Night Super Market	Indefinite	F	
Marinell, Julius L. Marinell Painting Company P. O. Box 705 North Little Rock, Arkansas Dale E. Ingram	3/16/67	D	
Memphis Coach Company, Inc. Memphis, Tennessee Universal Factors Acceptance Corp. Dave Gavin William A. Richie	10/15/66	A	
Mercury Maintenance and Janitorial Service, Inc. 4128 Wilshire Blvd. Los Angeles, California John Patrick Bradley	12/19/66	D	
Metropolitan Fats and Oils Company, Inc. Bayonne, New Jersey	12/20/68	D	
Metropolitan Shortening Corp. Long Island City, New Jersey	12/20/68	D	
Midwest Structural, Inc. North St. Paul, Minnesota	5/12/68	A	
Milstein, Morris Mayaguez, Puerto Rico Southland Manufacturing Corporation	3/16/69	A	
Missile-Tech Engineering 724 North Lake Street Burbank, California Jay Sanders 14296 Bleeker Street San Fernando, California	10/16/67	D	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Molina, Peter Lopez Tucson, Arizona, and LaPuente, California	1/3/69	C	National Housing Act.
Monarch Processing Corp. 150 Broadway New York, New York Monarch Trading Company Monarch Trading Company, Inc. Transasia Carriers Corp. Transasia Steamship Company, Inc. Transasia Marine Corp. Transasia Transport Corp. Manoutchehr Aadal Corp. American Asia Lines, Inc.	Indefinite	F	Legal Proceed- ings Pending
Moniteau Mills, Inc. California, Missouri	4/22/68	A	
Montgomery United Builders Montgomery, Alabama H. Jack Windsor Mary Ellen Windsor Vance C. Dyar	9/7/68	C	Violation of the Housing Act of 1949.
Moreno, Angelo Maywood, New Jersey Aramini Painting Contractors Aramini and Company John M. Aramini	9/15/67	B	
Mortenson Landscape and Sprinkler Service Company Hanford, California Carlyle Mortenson	5/1/67	C	Violation of the National Housing Act.
Mosites, Moschos G. M. G. Mosites Pittsburgh, Pennsylvania	4/15/67	B	
Palmer, Sophia 11567 Santa Monica Boulevard West Los Angeles, California 90025 John C. Mann Price-Daniels Mortuary	4/7/67	D	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
National Janitor Service Corp. National Janitor Service Corp. of Florida 1449 Hugh Avenue Louisville, Kentucky David O. Humbert	1/10/67	D	
Newark Grain Hall Corp. Hall, New York Hammond Milling Company, Inc. Hialeah, Florida Holloway Bean and Grain Company, Inc. Newark, New York	Indefinite	F	Legal Proceed- ings Pending
Newport Shoe Manufacturing Corporation 41 Canal Street Newport, New Hampshire Peter Iaganas Frank Peter Larmie	8/27/66	D	
Niagara Tree Experts & Landscaping Service Niagara Tree Experts and Landscaping, Inc. Niagara Falls, New York A. W. Bergeron	9/1/66	B	
Parker, Harry L. Pensacola, Florida Management Services, Inc. D. Dee Castetter	8/3/68	D	
Philadelphia Elevator Company 1418 Walnut Street Philadelphia, Pennsylvania Joseph W. Roach	11/30/66	D	
Poitras, R. E. R. E. Poitras Company Winter Haven, Florida	3/16/67	B	
Presley Roofing and Construction Company Presley Roofing Company Prichard, Alabama Thomas F. Presley	4/29/69	B	
Price-Daniels Mortuary 11567 Santa Monica Boulevard West Los Angeles, California Sophia Palmer John C. Mann	4/7/67	D	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Prince Brothers Contractors, Inc. Anthony L. Prince Victor L. Prince Charles A. Prince Baltimore, Maryland	4/15/68	C	Violation of the School Survey and Construction Act.
Prochnau, James W. Albany, Oregon Jackson and Prochnau, Inc.	10/23/67	D	
Quality Concrete Products Co., Inc. 417 Northwest Front Street Walnut Ridge, Arkansas C. Leroy Clark Corbet Leroy Clark C. Leroy Clark Company Clark Construction Company	8/19/68	D	
Queen's Shortening and Refining Corp. Long Island City, New York	12/20/68	D	
Red 73 Creamery, Inc. Union City, Indiana	Indefinite	F	Legal Proceed- ings Pending
Rees, Richard 211 Hillside Avenue Wyckoff, New Jersey	Indefinite	F	Legal Proceed- ings Pending
Richie, William A. Memphis, Tennessee Memphis Coach Company, Inc. Universal Factors Acceptance Corp. Dave Gavin	10/15/66	A	
Riverside Shortening Corp. Closter, New Jersey	12/20/68	F	
Roach, Joseph W. 1418 Walnut Street Philadelphia, Pennsylvania Philadelphia Elevator Company	11/30/66	D	
Rogers, Uriah A. Rogers Electric and Plumbing Company Cartersville, Georgia	3/22/68	C	Violation of the National Housing Act of 1949.

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Rooke Engineering Company 8560 Tujunga Avenue Sun Valley, California William I. Rooke 17400 Index Street Granada Hills, California	10/16/67	D	
Rotello, Ben 40 Victoria Lane Tenafly, New Jersey	5/14/70 Indefinite	D F	Legal Proceed- ings Pending
Ruben Iron and Metal Company 347 Findlay Street Dayton, Ohio Albert Ruben 1649 Layton Drive Dayton, Ohio Louis Ruben 609 Coleridge Avenue Trotwood, Ohio	7/22/67	D	
Safris, Harold R. Newark, New Jersey Dietl and Kraft Inc. Myron H. Kraft Anthony G. Dietl	3/2/67	B	
Sam Croft Grain Company Bluff City, Kansas Sam G. Croft	7/31/67	F	
Sanders, Jay 14296 Bleeker Street San Fernando, California Missile-Tech Engineering 724 North Lake Street Burbank, California	10/16/67	D	
San Francisco Home Owners Service 1221 Main Street Milton-Freewater, Oregon Aaron Craig	4/11/67	D	
San Jose Construction Company Baltimore, Maryland	4/15/68	C	Violation of the School Survey and Construction Act.
Scott Construction Company P.O. Box 191 Bartlesville, Oklahoma T. P. Scott	5/15/67	D	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Scott's Food Store Equipment Co. Albany, Georgia Hubert F. Scott	2/9/69	A	
Seanor Coal Company, a corporation Saltsburg, Pennsylvania	1/12/69	A	
Shortening Corporation of America, Inc. Jersey City, N. J.	12/20/68	D	
Sims, H. W. Sims Cotton Company Memphis, Tennessee	2/2/67	F	
Southland Manufacturing Corporation Mayaguez, Puerto Rico Morris Milstein	3/16/69	A	
Stoneco General Contractors, Inc. Denver, Colorado J. Robert Stone	7/5/69	C	Work Hours Standards Act,
Stout Electrical Service, Larry S. Leighton, Pennsylvania Larry S. Stout	5/27/67	C	Violation of the Housing Act of 1949.
Tongue River Coal Company Decker, Montana Henry Yalowizer	2/9/69	A	
Townsend Roofing Company Atlanta, Georgia Wendell Townsend	9/16/66	C	Violation of the Hospital Survey & Con- struction Act.
Transasia Carriers Corp. 150 Broadway New York, New York Transasia Marine Corp. Transasia Steamship Co., Inc. Transasia Transport Corp. Manoutchehr Aadal American Asia Lines, Inc. Monarch Trading Company Monarch Trading Company, Inc.	Indefinite	F	Legal Proceed- ings Pending

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Trans-World Refining Corporation Jersey City, New Jersey	12/20/68	D	
Truck Salvage and Equipment Company 1661 Grimmer Drive Shreveport, Louisiana L. W. Henson	1/19/67	D	
United Montgomery Builders, Inc. Montgomery, Alabama	9/7/68	C	Housing Act of 1949.
Universal Automated Industries, Inc. New York, New York	12/20/68	D	
Universal Factors Acceptance Corp. Memphis, Tennessee Memphis Coach Company, Inc. Dave Gavin William A. Richie	10/15/66	A	
Vaughn Lumber Company Forsyth, Georgia	6/3/68	A	
Walker, J. H. Compton, California	4/5/67	C	Violation of the Housing Act of 1949.
Western Dairy Company Clarkfield, Minnesota	4/19/67	F	
Windsor, H. Jack Montgomery, Alabama Montgomery United Builders Mary Ellen Windsor Vance C. Dyar	9/7/68	C	Housing Act of 1949.
Yalowizer, Henry Decker, Montana Tongue River Coal Company	2/9/69	A	
Yarbrough, R. L. El Paso, Texas and Colorado Springs, Colorado J.O.Y. Construction Company J.O.Y. Contracting Company, Inc. Vergil E. Jones	2/8/69	C	Violation of the Eight Hour Law.
Zancker, Norman Delos 807 South 37th Street St. Joseph, Missouri	9/14/67	D	

Type A - Violations of the Walsh-Healey Act. The persons or firms listed have been found by the Secretary of Labor to have breached the agreements and representations required by the Act and, therefore, no contract shall be awarded to such persons or firms or to any firm, corporation, partnership, or association in which they have a controlling interest until after the termination date shown.

Type B - Violations of the Davis-Bacon Act. The Comptroller General has found that the persons or firms listed have disregarded their obligations to employees and subcontractors within the purview of the Act and, therefore, no contract shall be awarded to any such person or firm or to any firm, corporation, partnership, or association in which they have an interest until after the termination date shown.

Type C - Violations of Other Public Contracts Acts. The Secretary of Labor has reported that the Contractors listed were found to have violated the prevailing wage provisions of their contracts. Regulations of the Secretary of Labor direct that subject to consideration for reinstatement upon a presentation demonstrating current responsibility such contractors or any firm, corporation, partnership, or association in which such contractors have a substantial interest shall be ineligible until after the termination date shown to receive any contracts subject to the Davis-Bacon Act, as amended; Anti-Kickback Act, as amended; Eight Hour Law, as amended; National Housing Act, as amended; Hospital Survey and Construction Act; Federal Airport Act, as amended; Housing Act of 1949; School Survey and Construction Act of 1950; Defense Housing and Community Facilities and Services Act of 1951, as amended; and the Area Redevelopment Act of 1961 - 75 Stat. 47.

Type D - Administrative Debarments. Includes those debarments made by this Department on the basis of the record of facts contained in the files supporting the GSA consolidated list of current Administrative Debarments by Executive Agencies, or made in connection with contract actions of this Department pursuant to AGPR 4-1.602.

Type E - Violations of the Buy American Act. The persons or firms listed have been determined by the Department or other Executive Agencies, in accordance with Section 3(b) of the Buy American Act (41 U.S.C. 10(b)), to have failed to comply with the provisions of Section 3(a) of that Act under any contract containing the specific provisions required by Section 3(a) and made for the construction, alteration, or repair of any public building or public work.

Type F - Administrative Suspensions. Includes those suspensions made by this Department on the basis of the record of facts communicated to the contractor by the Secretary or other authorized official. No contract shall be awarded to, nor any subcontract or supplier relationship be authorized with, any such suspended firm or person, or to or with any firm, corporation, partnership, or association in which they have a controlling interest or the policies of which are decided or materially influenced by the persons named.

APPENDIX NO. 1

List of Firms Which by Reason of Past Commercial Transactions with Anthony DeAngelis' Controlled Firms May Use Those Firms as Suppliers or May Engage in Transactions in Which DeAngelis or a Controlled Firm has an Interest.

The firms listed below have done business with Anthony DeAngelis' controlled firms in the past. Thus they may use such firms as suppliers. They may also engage in transactions in which DeAngelis or a controlled firm has an interest. Any proposed contract with a listed firm (a) for tallow, lard, edible oil, or pork product, or (b) where the contract amount will exceed \$10,000, should receive careful consideration. The contracting officer or other Department official should, before award, review all available information to ensure that there is no connection between the proposed contractor and Anthony DeAngelis, or any firm which he controls or has an interest. Questionable cases may be referred to the Office of the Inspector General for advice or conduct of investigation. A copy of such request shall be furnished to the Director of Plant and Operations for information purposes.

Allied Packing Company
American Express Warehousing Ltd.
American World Trading Company
Amertrade, Inc.
Anglo-American Packing Co.
A. J. Armstrong, Inc.
Atlantic and Lakes Barge Lines, Inc.

Balfour, Guthrie, and Company
Bayonne Industries
Bell Financial Corp.
Bernard Bowman Corp.
B. I. L. Food Products
B. N. S. International Sales Corp.
Bulk Weighers & Samplers, Inc.
Bunge Corporation

Century Packing Company, Inc.
Century Provision Company
Commodity Service Corporation
Continental Grain Company
Cornelius Exports, Inc.

East Jersey Railroad Company
Eagle Brand Products, Inc.
El Dorado Packing Company
John Englehorn and Sons

F. & G. Commodities
Franklin National Bank, Long Island, N. Y.
J. L. Fredricks Corp.
Freehold Farms
Freezer House, Inc.

Gaylord - Greer, Inc.
Gersony - Strauss, Inc.
Greater New York Packing Company

Charles Haaq, Inc.
Harbor Tank Storage Corp.
Walter E. Heller and Company
Hess Terminal, Port of Houston
Hudson Packing Company
Hudson Tank Storage Company
Hydro Prints, Inc.

Imhoff Packing Company
International Refining and Packaging Corp.
Isbrandtsen Company, Inc.

Joliet Packing Company

Lawrence Warehouse Company
Liquid Carriers Corp.
Lou's Provision, Bronx, New York

Manhattan Import and Export Company
Manhattan Oil Transportation Corp.
Manhattan Tank Storage Corp.
Millar Brothers

National Packing Company
Newark Boneless Meat Products
New York Tank Barge Company

Oak Crest Refining Corp.
Old Bridge Brokerage Company
Over-World Trading Company

Paulyn Enterprises, Inc.
Pitchal Packing Company
Plata-American Trading Company
Pork Center

Regal Packing Company
Roberts Foods Corp.
Royal Commercial Corp.
Royal Packing Company
E. J. Rudman and Company

Scarburgh Company
J. Henry Schroder Banking Corp.
Shortening Corp. of Florida
Silver Hill Corp.
Smokemasters, Inc.
South Chicago Packing Company
A. E. Staley Mfg. Company, Decatur, Illinois
John E. Staren Company
Stoll Packing Company

John Thallon and Company
Thenco, Inc.
Triangle Meat Distributors, Inc.
Twin Cities Packing Company
850 Frelinghuysen Avenue, Newark, New Jersey
260 Secaucus Road, Secaucus, New Jersey
Twin City Packing Company
17-27 Avenue L, Newark, New Jersey
Twin Food Products, Inc.

Urban Meat Company

Whitney National Bank of New Orleans

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 16, 1967

PLANT AND OPERATIONS MEMORANDUM NO. 24, SUPPLEMENT 140

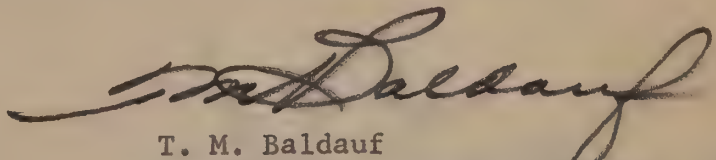
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Debarred, Ineligible and Suspended Bidders

The attached list of Debarred, Ineligible and Suspended Bidders is issued in accordance with AGPR 4-1.602 and includes all current debarments and suspensions. This list cancels and supersedes all previous lists of debarred bidders.

For ease of reference, the listing is alphabetical with key letter designations to show the type of debarments, suspensions, and ineligibility. Explanation of the various types follows the listing. Note that termination dates of debarments are given.

Questions concerning the above should be directed to the Contract and Procurement Management Division, V. S. Gunther, Extension 7527.


T. M. Baldauf
Department Debarring Officer

Attachments

FOR OFFICIAL USE ONLY

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Secretary's Record & Comm. Div.

PROCUREMENT

March 10, 1947

Dear Sir:

I have the honor to acknowledge the receipt of your letter of March 7, 1947, regarding the matter mentioned therein.

In response to your letter, I have the honor to inform you that the matter is being handled as a matter of internal security and is being treated as a confidential matter.

It is requested that you refrain from making any further inquiries or attempts to obtain information regarding this matter, as this would be considered a breach of confidence.

Very truly yours,
A. C. C. [Signature]

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

April 19, 1967

PLANT AND OPERATIONS MEMORANDUM NO. 24, SUPPLEMENT 136

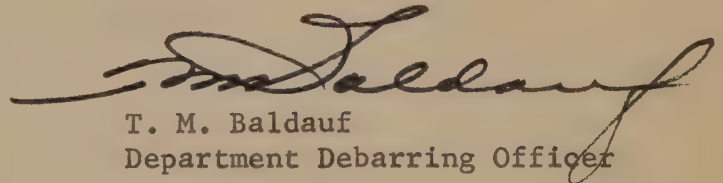
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Debarred, Ineligible and Suspended Bidders

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T. M. Baldauf
Department Debarring Officer

Attachments

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<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Aadal, Monoutchehr American Asia Lines, Inc. 150 Broadway New York, New York Monarch Processing Corp. Monarch Trading Company Monarch Trading Company, Inc. Transasia Carriers Corp. Transasia Marine Corp. Transasia Steamship Co., Inc. Transasia Transport Corp.	Indefinite	F	Legal Proceed- ings Pending
Abbot Painting Service Newton Highlands, Massachusetts Herbert Norman [Owner] Abbot Building Restoration Co. [Inc.]	1/4/70	B	Davis-Bacon Act
Adams Engineering Co., Inc. Miami, Florida	6/3/68	A	
Aero Service 3302 W. Burbank Blvd. Burbank, California Gray, Harold S. Nastali, Don	9/6/69	F	
All Commerce & Trading Corporation 1 Park Avenue New York, New York Bacchus International Commerce Corp. Joseph R. Awad Joseph R. Awad & Company Joseph R. Awad, Inc.	9/13/68	F	
Allied Converters, Inc. 64 Drake Avenue New Rochelle, New York 10 Batternut Drive New City, New York Herbert A. Ellenbogen	7/6/67	D	
Allied Crude Vegetable Oil Refining Corp. Bayonne, New Jersey	12/20/68	D	
Alpha Roofing and Sheet Metal Corp. 1107 Manhattan Avenue Brooklyn, New York	3/15/68	D	

Contractor, Firm or Individual	Termination Date	Type	Remarks
American Aero Parts 5800 West Third Street Los Angeles, California Export Trade Development Corp. C. Conrad Goodreau	10/30/67	D	
Anasae International Corp. New York, New York	Indefinite	F	Legal Proceed- ings Pending
Apex Wire & Alloy Co. 340 North Ave. 21 Los Angeles, California Pacific Welding Alloys Manu- facturing Company Mir-O-Col Alloys Co., Inc. Pellegrin, Lee Lewis	3/28/69	F	
Aqua International Corp. 29 Broadway New York, New York Manoutchehr Aadal	Indefinite	F	Legal Proceed- ings Pending
Aramini Painting Contractors Aramini & Company Maywood, New Jersey John M. Aramini Angelo Moreno	9/15/67	B	
Arland's Asphalt Paving Company 3362 South Main Salt Lake City, Utah Arland P. Jenson	5/24/68	D	
Armijo Cleaning Service 803 Colbern Street Belton, Missouri Bonnie Armijo	8/17/67	D	
Arrow Meat Company Cornelius, Oregon	2/2/67	F	
Asherbraner, Walter Madisonville & Beaver Dam, Ky. Little Nine Coal Company	9/6/69	A	Walsh Healey Act.
Atlantic Industries and Terminal Inc. Bayonne, New Jersey	12/20/68	D	

Contractor, Firm or Individual	Termination Date	Type	Remarks
Bacchus International Commerce Corp. 1 Park Avenue New York, New York All Commerce & Trading Corporation Joseph R. Awad Joseph R. Awad & Company Joseph R. Awad, Inc.	9/13/68	F	
Baptista, Rezendes R. Baptista, Inc. New Bedford, Massachusetts	7/1/67	B	
Barkus Auto Sales and Service, Inc. 1406 North 5th Street Philadelphia, Pennsylvania Albert Barkus	3/23/68	D	
Barlous, Thomas G. 132 North Main Street Middleboro, Massachusetts	4/28/69	D	
Barrios, Louis 800 North Brighton Burbank, California C & L Service Company	9/6/69	F	
Behring and Behring 720 Cotton Exchange Building Dallas, Texas Behring, Arthur H. Route 2, Box 18 Seguin, Texas Behring, Melvin A. 307 West Shore Drive Richardson, Texas	2/14/68	F	
Berryman, J. H. Vicksburg, Warren County, Mississippi Interstate Ready-Mix Concrete Co. of Vicksburg, Inc.	July 5, 1970	A	Legal Proceedings Pending
Bracconeri, Leopold 126 Engle Street Tenafly, New Jersey	5/14/70	D	
C & L Service Company 800 North Brighton Burbank, California Barrios, Louis	9/6/69	F	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Canale, Tony, Contractor Pleasantville, New Jersey	12/17/68	B	
Cardell Company, The 7959 Anita Drive Philadelphia, Pennsylvania Marvin Cardell	5/12/68	D	
Casaus, Inc. Los Angeles, California	Indefinite	F	Legal Proceed- ings Pending
Castetter, D. Dee Pensacola, Florida Management Services, Inc. Harry L. Parker	8/3/68	D	
Center Construction Company, Inc. Keyport, New Jersey Theodore Olsen Alf Abrahamsen Olsen & Abramson O & A Company	8/9/69	C	Housing Act of 1949
Child Construction Company, Ralph Springville, Utah Ralph Child	10/13/67	B	
Chicago Refining Corp. Chicago, Illinois	12/20/68	D	
City Packing Company, Inc. 3800 North Grove Street Fort Worth, Texas 76106 Robert S. Rosenthal Leonard J. Rosenthal Claude Thomas Wise	Indefinite	F	
Clark, C. Leroy, a/k/a Clark, Corbet Leroy 417 Northwest Front Street S/W 2nd Street 425 E. Gum Street Walnut Ridge, Arkansas C. Leroy Clark Company Clark Construction Company Quality Concrete Products Co., Inc.	8/19/68	D	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Clark, Edward M. 12737 Azores Avenue San Fernando, California Universal Aviation	9/6/69	F	
Clark, Henry W. Alexandria, Virginia	12/1/68	C	School Survey Act of 1950.
Clark Limestone Company, a corporation Logan, Iowa	2/23/69	A	
Cohen, Louis New York, New York	Indefinite	F	Legal Proceed- ings Pending
Continental Refining and Packaging Company, Inc. North Bergen, New Jersey	12/20/68	D	
Cox Coal Company Jellico, (Campbell County) Tennessee Alonzo Cox Charles R. Cox Robert D. Cox	4/7/69	A	
Groft, Sam G. Bluff City, Kansas Sam Groft Grain Company	7/31/67	F	
Curran, Jack Isabela, Puerto Rico Hau and Curran Construction Co. Roberto Hau-Colon	6/15/69	E	
Cutter Concrete Company West Columbia, South Carolina John F. Cutter, Owner	1/4/70	B	Davis-Bacon Act
Day and Night Super Market 425 South Florissant Road Ferguson, Missouri Tony Mannino	5/8/68	D	
DeAngelis, Anthony 4053 Edson Avenue Bronx, New York (See also Appendix No. 1)	12/20/68	D	

Contractor, Firm or Individual	Termination Date	Type	Remarks
Dempsey, Donald L. 105 Paseo Delta Playa Apartment #1 Redondo Beach, California	10/28/67	D	
Dyar, Vance C. Montgomery, Alabama Montgomery United Builders H. Jack Windsor Mary Ellen Windsor	9/7/68	C	Housing Act of 1949.
Dynamic Metals Division Oklahoma City, Oklahoma Luther Iron and Metal Company Samuel Harold Heller	5/3/69	D	
Eastern Edible Refining Corp. North Bergen, New Jersey	12/20/68	D	
*→ Edmiston, John 2521 N. 48th Street Lincoln, Nebraska Realty Service Company	6/17/69	D K	
New City, New York Allied Converters, Inc.	7/6/67	D	
Export Trade Development Corp. 5800 West Third Street Los Angeles, California American Aero Parts C. Conrad Goodreau	10/30/67	D	
Forte's Fuel Service, Inc. Atco, New Jersey Joseph Forte, Jr.	11/10/67	A	
*→ L. Ginsberg, Incorporated, I. Charleston, South Carolina	April 18, 1970	A	
Goodreau, C. Conrad 534 N. Detroit St. Los Angeles, California American Aero Parts Export Trade Development Corp.	10/30/67	D	
Goyne Studio 1313 Herman St. Amarillo, Texas Goyne, Marie	1/19/68	F	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Grace Manufacturing Co., W. E., a Corporation Dallas, Dallas County, Texas	2/9/69	A	
Gray, Harold, S. 3304 W. Burbank Blvd. Burbank, California Aero Service Nastali, Don	9/6/69	F	
Gregorio Construction Company, Inc. Bloomfield, Connecticut Joseph Gregorio	1/7/69	C	Work Hours Standards Act
Hammond Milling Company, Inc. Hialeah, Florida Holloway Bean and Grain Company, Inc. Newark, New York Newark Grain Hall Corp. Hall, New York	Indefinite	F	Legal Proceed- ings Pending
Hau and Curran Construction Company Isabela, Puerto Rico Roberto Hau-Colon Jack Curran	6/15/69	E	
Hill, Howard, Inc. Augusta, Georgia Howard H. Hill	5/1/67	C	Violation of the National Housing Act.
Hobbs Drywall & Vise Wall, a/k/a Hobbs Drywall & Vise Wall Company, Hobbs Drywall, Kayle Hobbs-Drywall and Vise Wall, and Kayle Hobbs - Drywall Finishing Contractor, and of Mr. Kayle Hobbs, aka Mr. Douglas Kayle Hobbs, individually, Owner Boise, Idaho	12/1/69	C	Work Hours Standards Act.
Holloway Bean and Grain Company, Inc. Newark, New York Hammond Milling Company, Inc. Hialeah, Florida Newark Grain Hall Corp. Hall, New York	Indefinite	F	Legal Proceed- ings Pending
Hubinger, Frederick James, Jr. 228-3rd Street Manhattan Beach, California	10/16/67	D	

Contractor, Firm or Individual	Termination Date	Type	Remarks
* → Interstate Ready-Mix Concrete Co. of Vicksburg, Inc. Vicksburg, Warren County, Mississippi J. H. Berryman	July 5, 1970	A	
Jackson and Prochnau, Inc. Albany, Oregon James W. Prochnau	10/23/67	D	
James, Clarence B. Clarence B. James Company Washington, D. C.	1/13/68	B	
Jensen, Arland P. 3362 South Main Salt Lake City, Utah Arland's Asphalt Paving Company	5/24/68	D	
Jones, Ray Ray Jones Company Dallas, Texas	6/1/68	B	
Jones, Vergil E. El Paso, Texas and Colorado Springs, Colo. J.O.Y. Construction Company J.O.Y. Contracting Company, Inc. R. L. Yarbrough	2/8/69	C	Violation of the Eight Hour Law.
J.O.Y. Construction, Company El Paso, Texas and Colorado Springs, Colo. J.O.Y. Contracting Company, Inc. Vergil E. Jones R. L. Yarbrough	2/8/69	C	Violation of the Eight Hour Law.
Kalady Construction Company, Inc. Chicago, Illinois Kalady Construction Company Joseph M. Kalady	6/17/69	C	Violation of the Eight Hour Law.
* → Kane Contracting Co., Inc., J. F. 27 Hunting Street Malden, Massachusetts John F. Kane Hugh R. Mc Afee Premier Contractors, Inc.	2/8/69	D	
Kane Contracting Co., Inc., J. R. 44 E. Hennepin Avenue Minneapolis, Minnesota	2/8/69	D	

Contractor, Firm or Individual	Termination Date	Type	Remarks
Larsen, Robert N. R. Larsen Landscaping Company North Chicago, Illinois R. Larsen Builders	6/7/68	C	Violation of the National Housing Act.
Liddon, J. F. Yazoo, Mississippi	7/30/67	D	
Little Nine Coal Co. Madisonville & Beaver Dam, Ky. Walter Asherbraner	9/6/69	A	Walsh Healey Act.
Luther Iron and Metal Company Oklahoma City, Oklahoma Samuel Harold Heller	5/3/69	D.	
Mac's Custodial Service Co. Box 3-3828 Anchorage, Alaska Wiley Ross McCracken	10/14/69	D R	
Mahoney Fuel Company 150 Plain Street Lowell, Massachusetts Mahoney, Joseph D.	10/28/69	F	
Management Services, Inc. Pensacola, Florida D. Dee Castetter Harry L. Parker	8/3/68	D	
Mannino, Tony 425 South Florissant Road Ferguson, Missouri Day and Night Super Market	5/8/68	D	
Mc Afee, Hugh R. 27 Hunting Street Malden, Massachusetts J. F. Kane Contracting Co., Inc. John F. Kane Premier Contractors, Inc.	2/8/69	D R	
Mc Craken, Wiley Ross Box 3-3828 Anchorage, Alaska Mac's Custodial Services Co.	10/14/69	D R	
Southland Manufacturing Corporation	3/16/69	A	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Mir-O-Col Alloys Co., Inc. 340 North Ave. 21 Los Angeles, California Pacific Welding Alloys Manu- facturing Company Apex Wire & Alloy Co. Pellegrin, Lee Lewis	3/28/69	F	
Missile-Tech Engineering 724 North Lake Street Burbank, California Jay Sanders 14296 Bleeker Street San Fernando, California	10/16/67	D	
* → Moffatt Cotton Company 806 West Madison Phoenix, Arizona W. H. Moffatt	7/28/68		al g F
Monarch Processing Corp. 150 Broadway New York, New York Monarch Trading Company Monarch Trading Company, Inc. Transasia Carriers Corp. Transasia Steamship Company, Inc. Transasia Marine Corp. Transasia Transport Corp. Manoutchehr Aadal Corp. American Asia Lines, Inc.	Indefinite	F	Legal Proceed- ings Pending
Moniteau Mills, Inc. California, Missouri	4/22/68	A	
Montgomery United Builders Montgomery, Alabama H. Jack Windsor Mary Ellen Windsor Vance C. Dyar	9/7/68	C	Violation of the Housing Act of 1949.
Moreno, Angelo Maywood, New Jersey Aramini Painting Contractors Aramini and Company John M. Aramini	9/15/67	B	
Mortenson Landscape and Sprinkler Service Company Hanford, California Carlyle Mortenson	5/1/67	C	Violation of the National Housing Act

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Nastali, Don 3304 W. Burbank Blvd. Burbank, California Aero Service Gray, Harold S.	9/6/69	F	
Newark Grain Hall Corp. Hall, New York Hammond Milling Company, Inc. Hialeah, Florida Holloway Bean and Grain Company, Inc. Newark, New York	Indefinite	F	Legal Proceed- ings Pending
Norman, Herbert Newton Highlands, Massachusetts Abbot Painting Service Abbot Building Restoration Co.	1/4/70	B	Davis-Bacon Act
Ouilletette's Electric Caribou, Maine Reginald G. Ouilletette	1/5/70	B	Davis-Bacon Act
Pacific Welding Alloys Manufacturing Company 340 North Ave. 21 Los Angeles, California Apex Wire & Alloy Co. Mir-O-Col Alloys Co., Inc. Pellegrin, Lee Lewis	3/28/69	F	
Parker, Harry L. Pensacola, Florida Management Services, Inc. D. Dee Castetter	8/3/68	D	
Pellegrin, Lee Lewis 340 North Ave. 21 Los Angeles, California Pacific Welding Alloys Manu- facturing Company Apex Wire & Alloy Co. Mir-O-Col Alloys Co., Inc.	3/28/69	F	
Premier Contractors, Inc. 27 Hunting Street Malden, Massachusetts J. F. Kane Contracting Co., Inc. John F. Kane Hugh R. Mc Afee	2/8/69	D X	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Prince Brothers Contractors, Inc. Anthony L. Prince Victor L. Prince Charles A. Prince Baltimore, Maryland	4/15/68	C	Violation of the School Survey and Construction Act.
Prochnau, James W. Albany, Oregon Jackson and Prochnau, Inc.	10/23/67	D	
Quality Concrete Products Co., Inc. 417 Northwest Front Street			
Red 73 Creamery, Inc. Union City, Indiana	Indefinite	F	Legal Proceed- ings Pending
Rees, Richard 211 Hillside Avenue Wyckoff, New Jersey	Indefinite	F	Legal Proceed- ings Pending
Riverside Shortening Corp. Riverside, New Jersey	12/20/68	F	
Rogers, Uriah A. Rogers Electric and Plumbing Company Cartersville, Georgia	3/22/68	C	Violation of the National Housing Act of 1949.
Rooke Engineering Company 8560 Tujunga Avenue Sun Valley, California William I. Rooke 17400 Index Street Granada Hills, California	10/16/67	D	
Rotello, Ben 40 Victoria Lane Tenafly, New Jersey	5/14/70	D	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Ruben Iron and Metal Company 347 Findlay Street Dayton, Ohio Albert Ruben 1649 Layton Drive Dayton, Ohio Louis Ruben 609 Coleridge Avenue Trotwood, Ohio	7/22/67	D	
Sam Croft Grain Company Bluff City, Kansas Sam G. Croft	7/31/67	F	
Sanders, Jay 14296 Bleeker Street San Fernando, California Missile-Tech Engineering 724 North Lake Street Burbank, California	10/16/67	D	
San Jose Construction Company Baltimore, Maryland	4/15/68	C	Violation of the School Survey and Construction Act.
Scott Construction Company P. O. Box 191 Bartlesville, Oklahoma T. P. Scott	5/15/67	D	
Scott's Food Store Equipment Co. Albany, Georgia Hubert F. Scott	2/9/69	A	
Seanor Coal Company, a corporation Saltsburg, Pennsylvania	1/12/69	A	
Shortening Corporation of America, Inc. Jersey City, N. J.	12/20/68	D	
Southland Manufacturing Corporation Mayaguez, Puerto Rico Morris Milstein	3/16/69	A	

<u>Contractor, Firm or Individual</u>	<u>Termination Date</u>	<u>Type</u>	<u>Remarks</u>
Sims, H. W. Sims Cotton Company Memphis, Tennessee	May 2, 1968	F	rk-Hours standards
Stout Electrical Service, Larry S. Leighton, Pennsylvania Larry S. Stout	5/27/67	C	Violation of the Housing Act of 1949
Tongue River Coal Company Decker, Montana Henry Yalowizer	2/9/69	A	
Transasia Carriers Corp. 150 Broadway New York, New York Transasia Marine Corp. Transasia Steamship Co., Inc. Transasia Transport Corp. Manoutchehr Aadal American Asia Lines, Inc. Monarch Trading Company Monarch Trading Company, Inc.	Indefinite	F	Legal Proceed- ings Pending
Trans-World Refining Corporation Jersey City, New Jersey	12/20/68	D	
United Montgomery Builders, Inc. Montgomery, Alabama	9/7/68	C	Housing Act of 1949
Universal Automated Industries, Inc. New York, New York	12/20/68	D	
Universal Aviation 12737 Azores Avenue San Fernando, California Clark, Edward M.	9/6/69	F	
Vaughn Lumber Company Forsyth, Georgia	6/3/68	A	
Wendt, Emmett W. 10411 Woodbridge Street North Hollywood, California Western Engine & Supply Company	9/6/69	F	
Western Dairy Company Clarkfield, Minnesota	10/19/67	F	

Contractor, Firm
or Individual

Termination

Date

Type

Remarks

Equipment

* → Western ~~Engine~~ & Supply Company
10411 Woodbridge Street
North Hollywood, California
Wendt, Emmett W.

* → 9/6/69

XD ← *

Windsor, H. Jack
Montgomery, Alabama
Montgomery United Builders
Mary Ellen Windsor
Vance C. Dyar

9/7/68

C

Housing Act
of 1949.

Yalowizer, Henry
Decker, Montana
Tongue River Coal Company

2/9/69

A

Yarbrough, R. L.
El Paso, Texas and
Colorado Springs, Colorado
J.O.Y. Construction Company
J.O.Y. Contracting Company, Inc.
Vergil E. Jones

2/8/69

C

Violation of
the Eight
Hour Law.

Zancker, Norman Delos
807 South 37th Street
St. Joseph, Missouri

9/14/67

D

Type A - Violations of the Walsh-Healey Act. The persons or firms listed have been found by the Secretary of Labor to have breached the agreements and representations required by the Act and, therefore, no contract shall be awarded to such persons or firms or to any firm, corporation, partnership, or association in which they have a controlling interest until after the termination date shown.

Type B - Violations of the Davis-Bacon Act. The Comptroller General has found that the persons or firms listed have disregarded their obligations to employees and subcontractors within the purview of the Act and, therefore, no contract shall be awarded to any such person or firm or to any firm, corporation, partnership, or association in which they have an interest until after the termination date shown.

Type C - Violations of Other Public Contracts Acts. The Secretary of Labor has reported that the Contractors listed were found to have violated the prevailing wage provisions of their contracts. Regulations of the Secretary of Labor direct that subject to consideration for reinstatement upon a presentation demonstrating current responsibility such contractors or any firm, corporation, partnership, or association in which such contractors have a substantial interest shall be ineligible until after the termination date shown to receive any contracts subject to the Davis-Bacon Act, as amended; Anti-Kickback Act, as amended; Eight Hour Law, as amended; National Housing Act, as amended; Hospital Survey and Construction Act; Federal Airport Act, as amended; Housing Act of 1949; School Survey and Construction Act of 1950; Defense Housing and Community Facilities and Services Act of 1951, as amended; and the Area Redevelopment Act of 1961 - 75 Stat. 47.

Type D - Administrative Debarments. Includes those debarments made by this Department on the basis of the record of facts contained in the files supporting the GSA consolidated list of current Administrative Debarments by Executive Agencies, or made in connection with contract actions of this Department pursuant to AGPR 4-1.602.

Type E - Violations of the Buy American Act. The persons or firms listed have been determined by the Department or other Executive Agencies, in accordance with Section 3(b) of the Buy American Act (41 U.S.C. 10(b)), to have failed to comply with the provisions of Section 3(a) of that Act under any contract containing the specific provisions required by Section 3(a) and made for the construction, alteration, or repair of any public building or public work.

Type F - Administrative Suspensions. Includes those suspensions made by this Department on the basis of the record of facts communicated to the contractor by the Secretary or other authorized official. No contract shall be awarded to, nor any subcontract or supplier relationship be authorized with, any such suspended firm or person, or to or with any firm, corporation, partnership, or association in which they have a controlling interest or the policies of which are decided or materially influenced by the persons named.

APPENDIX NO. 1

Effective July 21, 1967, the individuals and firms listed below were suspended from contracting with the Department and from otherwise participating in programs administered or financed by the Department except as indicated herein. The suspension shall continue in effect for a period of one year unless sooner terminated or extended.

Austin Company, Inc., The
Greeneville, Tennessee
Tom N. Austin
Robert C. Austin

Austin Carolina Company, Inc., Kinston, North Carolina
Carrol Storage Co., Inc., Carrollton, Kentucky
Carrollton Redrying Co., Inc., Carrollton Kentucky
Douglas Tobacco Company, Inc., Douglas, Georgia
Gold Leaf Suppliers, Inc., Kinston, North Carolina
Kentucky Burley Storage, Inc., Winchester, Kentucky
Kentucky Tobacco Co., Inc., Carrollton, Kentucky
Sanford Tobacco Co., Inc., Sanford, North Carolina
Tobacco Merchants Corporation, New York, New York
Unaka Company, Inc., Greeneville, Tennessee

This suspension does not apply to:

1. Any barter contract heretofore entered into with CCC, or any approval heretofore given by CCC to act as an agent to handle agricultural commodities for a barter contractor under a designated barter contract with CCC.
2. Any exportation of 1966 or prior crops of tobacco made under the CCC Tobacco Export Program, or under the Agricultural Trade Development and Assistance Act of 1954, as amended (P.L. 480) or under the CCC Export Credit Sales Program (GSM-4) if such exportation is also made in fulfillment of a firm sale of specific quantities of tobacco entered into prior to July 21, 1967 and if certified copies of written contracts of such sale or other documentary evidence of such sales satisfactory to CCC and furnished within 10 days of July 21, 1967.

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455 FIFTH AVENUE, NEW YORK 17, N.Y.

3. Any exportation made under the CCC Tobacco Export Program pursuant to barter contracts heretofore entered into with CCC or made as the agent for a barter contractor under an approval heretofore given by CCC if such exportation is not made after the final date for exportation; or any extension of such date, as provided in the barter contract.

4. The purchase of tobacco from any tobacco association selling tobacco pledged to CCC.

5. The redrying of tobacco for tobacco associations operating under the price support program.

6. The storage of tobacco pledged to CCC and currently in store under storage contracts entered into with tobacco associations.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

PLANT AND OPERATIONS
DIRECTOR'S OFFICE

January 17, 1968

PLANT AND OPERATIONS MEMORANDUM NO. 24, SUPPLEMENT 145

FOR OFFICIAL USE ONLY

Debarred, Ineligible and Suspended Bidders

The attached list of Debarred, Ineligible and Suspended Bidders is issued in accordance with AGPR 4-1.602 and includes all current debarments and suspensions. This list cancels and supersedes all previous lists of debarred bidders.

For ease of reference, the listing is alphabetical with key letter designations to show the type of debarments, suspensions, and ineligibility. Explanation of the various types follows the listing. Note that termination dates of debarments are given.

Questions concerning the above should be directed to the Contract and Procurement Management Division, V. S. Gunther, Extension 7527.


T. M. Baldauf
Department Debarring Officer

Attachments

Procurement Management
Secretary's Record & Comm. Div.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

OFFICE OF PLANT AND OPERATIONS

February 29, 1956

(For Washington Distribution Only)

PLANT AND OPERATIONS MEMORANDUM NO. 25

Disposal of Excess Property in the District of Columbia

The excess property function of the Department in Washington, can be accomplished more effectively and efficiently if certain details in connection therewith are closely coordinated with the available facilities of the Office of Plant and Operations.

The Excess Property Custodian will be available to accept, display, and issue excess property for only two periods each week. Because of the volume of such transactions, it is difficult for the Custodian to perform the work of checking property in and out of the storage space and at the same time to provide agency representatives with other assistance at that location. However, it is believed that by observance of the following routines and procedures by agency representatives and the Custodian, the needs of the agencies will be better served and a more efficient operation for the Department as a whole will result:

1. The Custodian will be at the storage space, in wing 7, subbasement of the South Building, to accept, display and issue excess property on Tuesday and Thursday of each week from 9:30 a.m. to 11:30 a.m.
2. To permit the Custodian to (a) plan space needs for storing incoming excess property, (b) arrange for labor as necessary, and (c) equalize the workload in this regard, agencies should not wait until there is a large accumulation of excess property before releasing it. It would be of material assistance if small lots of property are released as they become excess.
3. It is recognized that situations will occur where excess property must be disposed of without delay and perhaps at times other than the periods specified in 1. above. In cases of emergency or whenever large quantities of excess property result from planned moves, etc., arrangements will be made to receive property at other than the regularly scheduled periods.

4. Agencies will in all cases prepare Form AD-107 to reflect,
(a) a complete and accurate description, including serial numbers, if any, of each article to be transferred to the Custodian, and (b) original or estimated acquisition cost of each article listed. Property will not be accepted by the Custodian unless accompanied by properly completed Forms AD-107.
5. Each item of excess property bearing a manufacturer's serial number will be tagged with the serial number plainly written thereon.
6. All materials such as, office supplies, file folders, papers and miscellaneous items will be removed from desk drawers, filing sections, and card cabinets, before they are delivered to the Custodian.
7. Property and supplies which have become unserviceable through use or obsolescence to the point where the items are not economically salvageable or are definitely of the "scrap" category, will not be received by the Custodian, except as provided in (d) below. Such items should be disposed of in the following manner:
 - (a) Metal scrap should be taken to the foot of the ramp at the second court of the South Building and placed with other PBS scrap metal.
 - (b) Waste paper and paper products should be deposited in the waste baskets for disposal by the clean-up crew of PBS.
 - (c) All other unserviceable supplies and scrap should be placed beside the waste baskets and clearly marked as "TRASH".
 - (d) The Custodian will receive unserviceable property in those cases where the items are of such a nature that the propriety of their being placed on the scrap pile would be subject to question. For example; major items of administrative and operating equipment, such as, desks, filing sections, office machines of all types, autoclaves, etc., will be delivered to the Custodian.
8. It is suggested that each agency designate not more than two representatives to inspect property on display, and with authority to request and receive needed items. The Procurement and Property Management Division should be advised as to the names of such authorized representatives.

9. Items tentatively selected by authorized agency representatives for issue will be held for a period of not in excess of ten days unless the Custodian is notified within that time that it is necessary that they be held longer.

It is desirable that working arrangements be established whereby a well regulated and efficient utilization and disposal program can be accomplished within the limits of available facilities, and to that end, the cooperation of participating agencies will be greatly appreciated.

If further information is desired, please communicate with the Procurement and Property Management Division, Extension 5779.

A handwritten signature in dark ink, appearing to read "S. H. Gardiner". The signature is fluid and cursive, with a large initial "S" and "H" and a stylized "Gardiner".

Acting Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

June 11, 1958

PLANT AND OPERATIONS MEMORANDUM NO. 26, RESCISSION

Program for the Collection and Disposal of Used Stamps

1. RESCISSION. Plant and Operations Memorandum No. 26, dated March 5, 1956, is hereby rescinded.
2. AUTHORITY. General Services Administration Personal Property Management Regulation No. 32, Rescission, dated May 28, 1958, which states that the objective of the regulation has been realized.


Director

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

June 10, 1931

The Honorable Commissioner of Patents
Washington, D. C.

Dear Sir:

I have the honor to acknowledge the receipt of your letter of June 8, 1931, in relation to the application for a patent in the name of the United States Department of Agriculture, Bureau of Plant Industry, for a new and improved method of propagating plants by means of cuttings.

Very respectfully,
[Signature]

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

April 23 1956

OFFICE OF PLANT AND OPERATIONS

PLANT AND OPERATIONS MEMORANDUM NO. 27

Installation of Employee-Owned Air Conditioners

There is attached a copy of Transmittal Letter No. 2-9, dated April 11, 1956, to Title 2, Real Property Management, of the Regulations of the General Services Administration. This transmittal letter authorizes the installation of employee-owned air conditioning equipment in buildings operated, maintained or repaired by the General Services Administration.

If employees desire to install air conditioners, the following procedures are applicable in accordance with the General Services Administration regulation:

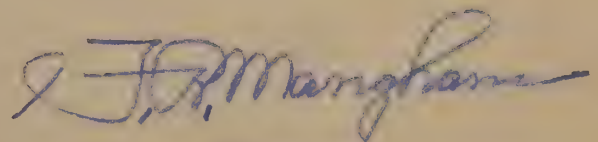
- a. Washington, D. C. -- Requests of employees to install personally-owned air conditioning equipment shall be submitted through the Administrative Services Divisions of their Agency to this Office for transmittal to the Building Superintendent.

We are advised that the estimated cost of the installation which is to be borne by the employee, as provided in Section 203.03.c, would be approximately \$50.00. The exact sum, however, will depend upon the nature of the installation and the availability of outlets.

- b. Field -- Authorized contracting officers of Agencies having delegated space acquisition authority may submit requests directly to the appropriate General Services Administration Building Superintendent or Regional Office. In the case of Post Office Buildings in which space assignment authority is not exercised by the General Services Administration, it will be necessary, in accordance with Section 203.03.a.2, to obtain the approval of the Post Office Department either directly from the Regional Real Estate Manager or through the local Postmaster.

At this time the Department does not contemplate issuing regulations governing the installation of employee-owned air conditioning equipment in buildings under Department control. Individual requests, however, should be considered and if the Agency having jurisdiction over the building feels it desirable, a lease agreement similar to that provided by the General Services Administration may be executed.

The procedures outlined herein will be codified in the Administrative Regulation at a later date.



Director

UNITED STATES GOVERNMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

Installation of Air Conditioning Equipment in Buildings

It is requested that you advise the Secretary of the Department of Agriculture as to the feasibility of installing air conditioning equipment in buildings operated, maintained or repaired by the General Services Administration.

Employees desire to install air conditioners, the following procedures are applicable in accordance with the General Services Administration regulation:

- 1. -- Requests of employees to install personally-owned air conditioning equipment in buildings owned by the Government shall be referred to the Building Superintendent.

We are advised that the estimated cost of the installation which is to be borne by the employee, as provided in section 503.03.c, would be \$100.00. The cost of the equipment, the availability of outlets, nature of the installation and the availability of outlets.

Field -- Installation of air conditioning equipment in buildings owned by the Government shall be referred to the Building Superintendent. In the case of Post Office buildings in which space assignment authority is not exercised by the General Services Administration, it will be necessary, in accordance with section 503.03.a.2, to obtain the approval of the General Services Administration before installation can be made.

Under Department control. Individual requests, however, should be considered and if the Agency having jurisdiction over the building feels it desirable, a request for installation may be made to the General Services Administration.

Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

May 15, 1956

PLANT AND OPERATIONS MEMORANDUM NO. 28

Departmental Board of Survey

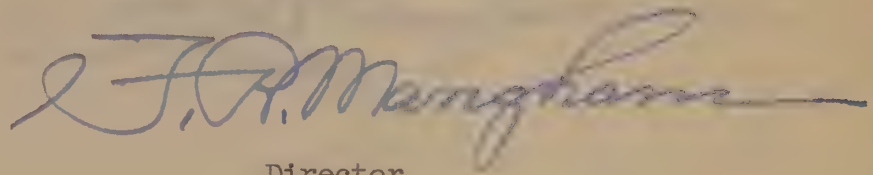
In accordance with 5 AR 588b, a Departmental Board of Survey is hereby appointed to serve until further notice.

The members of the Board are:

W. J. Gross, Chairman, Office of Plant and Operations
Orion A. Fuller, Office of Plant and Operations
William E. Weir, Office of Plant and Operations

Recommendations of the Board with regard to disposition of property shall be approved by the Chief, Procurement and Property Management Division, Office of Plant and Operations.

Budget and Finance Memorandum No. 337 is hereby cancelled.



Director

COMMITTEES

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

Commercial Losses of

Survey 1

Losses of Plant and Operations
Losses of Plant and Operations
Losses of Plant and Operations

Losses of Plant and Operations.

Form No. 101

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

October 10, 1958

PLANT AND OPERATIONS MEMORANDUM NO. 28, Rev.

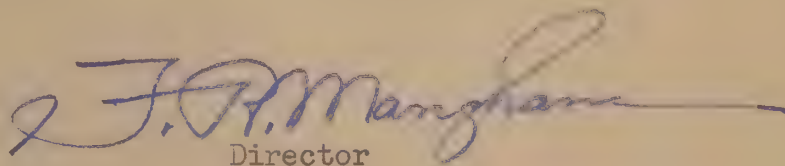
Departmental Board of Survey

Effective immediately, the Departmental Board of Survey will consist of the following members who will serve until further notice:

W. J. Gross, Chairman, Office of Plant and Operations
Orion A. Fuller, Office of Plant and Operations
Fred A. Hoyland, Office of Plant and Operations

Recommendations of the Board with regard to disposition of property shall be approved by the Chief, Procurement and Property Management Division, Office of Plant and Operations.

Plant and Operations Memorandum No. 28 is hereby superseded.


Director

COMMITTEES

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

6

PLANT INDUSTRY REPORT NO. 100

1915

PLANT INDUSTRY REPORT NO. 100
PLANT INDUSTRY REPORT NO. 100

The present report is a summary of the results of the investigation of the plant industry of the United States, conducted by the Bureau of Plant Industry, Department of Agriculture, during the year 1915.

The investigation was conducted by the Bureau of Plant Industry, Department of Agriculture, during the year 1915. The results of the investigation are summarized in this report.

The investigation was conducted by the Bureau of Plant Industry, Department of Agriculture, during the year 1915. The results of the investigation are summarized in this report.

The investigation was conducted by the Bureau of Plant Industry, Department of Agriculture, during the year 1915. The results of the investigation are summarized in this report.

PLANT INDUSTRY REPORT NO. 100

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

JUN 13 1960

PLANT AND OPERATIONS MEMORANDUM NO. 28, REVISED

Departmental Board of Survey

Effective immediately, the Departmental Board of Survey will consist of the following members who will serve until further notice:

W. J. Gross, Chairman, Office of Plant and Operations
Joseph F. Kirby, Office of Plant and Operations
Fred A. Hoyland, Office of Plant and Operations

The Board will function in accordance with 5 AR 588b.

Plant and Operations Memorandum No. 28, Revised, dated October 10, 1958, is hereby superseded.


Director

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

OFFICE OF THE CHIEF, BUREAU OF PLANT INDUSTRY

REPORT OF THE CHIEF, BUREAU OF PLANT INDUSTRY

FOR THE YEAR 1910

Presented to the Senate and House of Representatives
at their respective sessions on January 11, 1911

BY
J. H. COOPER, CHIEF, BUREAU OF PLANT INDUSTRY
AND
J. H. COOPER, CHIEF, BUREAU OF PLANT INDUSTRY

WASHINGTON: GOVERNMENT PRINTING OFFICE: 1911

For sale by the Superintendent of Documents, Washington, D. C.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

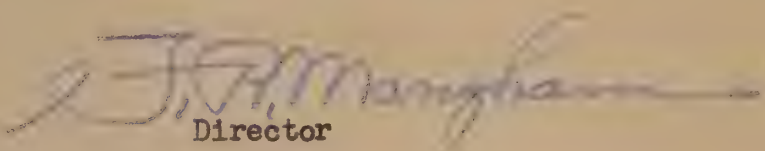
OFFICE OF PLANT AND OPERATIONS

June 26, 1956

PLANT AND OPERATIONS MEMORANDUM NO. 29

Selling to the U. S. Department of Agriculture

Selling to U.S.D.A. The attached pamphlet, "Selling to U.S.D.A", has been prepared to inform business concerns of the Department of Agriculture's various programs, buying methods, the general types and classes of items bought, where major purchasing offices are located, and other general information. All purchasing officers should familiarize themselves with this pamphlet and make it available to interested businessmen. Additional copies of the pamphlet may be obtained from the Procurement and Property Management Division of this Office, Extension 4943. It is expected that the pamphlet will be revised from time to time, and accordingly suggested changes should be forwarded currently to the above Division.


Director

Attachment

Sh. 100-100
See A182 75

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

OFFICE OF PLANT AND OPERATIONS

September 20, 1956

PLANT AND OPERATIONS MEMORANDUM NO. 30

Contract and Payment Policies with Small Business Concerns

Purpose.

It is the purpose of this memorandum to implement the contract and payment policies with Small Business concerns stated in Secretary's Memorandum No. 1403.

Definitions.

As used in this memorandum, these terms have the following meaning:

Advance Payment. Payments in advance of contract performance under specific statutory authority.

Partial Payment. Payments made for supplies delivered and accepted or services rendered and accepted where such supplies or services are only a portion of the total contract requirement. (See General Provision No. 7 of Standard Form 32.)

Progress Payment. This term is usually used in connection with construction contracts where payments are made as the work progresses for the value of the work completed. It also is used in connection with supply contracts to denote payments for equipment or materials not yet delivered but on which title is taken by the Government, either in a partially or totally completed stage, in order to avoid imposing an unusual financial burden on the contractor.

Contract Provisions

The report of the Cabinet Committee on Small Business states:

"It would serve to clarify current rules and procedures and materially aid small business in obtaining Government work if the procurement agencies would indicate explicitly in their invitations for bids that a need for advance or progress payments will not be treated as a handicap, provided he is otherwise qualified to carry out the contract."

Accordingly, pending contemplated revision of standard contract forms by the General Services Administration, all bid invitations issued by the Department shall contain the following provision:

"The need by a bidder for ^{1/}advance, ^{1/7} partial or progress payments, when authorized in the payment provisions of this invitation for bids, will not be treated as a handicap in making the award."

1/ Include only when advance payments can be authorized.

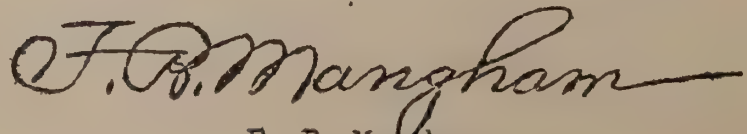
In addition, contracting officers should include appropriate language in any payment provisions as to the basis on which advance, partial or progress payments will be made. In this connection, advance payments are authorized under certain statutes (see those cited in Secretary's Memorandum No. 1403), and contract payment provisions generally used in those contracts should suffice. The Standard Form 32 General Provisions adequately state the conditions under which partial payments may be made. Progress payment provisions customarily used in construction contracts are considered adequate (see 5 AR 373). However, uniform progress payment provisions on supply contracts have not been prescribed but are under consideration by the General Services Administration.

Although the use of progress payments on supply contracts has limited application in this Department, the conditions under which they may be authorized should be understood. These conditions are generally covered in 20 Comp. Gen. 917 wherein it was stated:

"While under the prohibition of statute, payment may not be made for articles in which the United States has acquired no right or interest and from which it derives no benefit, payment may be made for articles in advance of their delivery into the actual possession of the United States if title therein has vested in the Government at the time of such payment, or if the articles are impressed with a valid lien in favor of the United States in an amount at least equal to the payment." (See also 28 Comp. Gen. 468.)

Where Bid Invitations involve long lead times such as for fabrication, manufacture, assembly, etc., consideration should be given to the financial burden required of the contractor and if significant, appropriate provision should be made for progress payments. Such provisions should have the review and approval of the Procurement and Property Management Division prior to inclusion in bid invitations until such time as standard contract provisions are prescribed by General Services Administration as indicated above.

Any questions concerning these instructions may be directed to Mr. Baldauf, extension 3353.



F. R. Mangham
Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

December 21, 1956

PLANT AND OPERATIONS MEMORANDUM NO. 31

Change in Long Distance Telephone Procedure

In order to provide speedier long distance telephone service from Washington through the Department's central telephone switchboard, arrangements have been made to use the Chesapeake & Potomac Telephone Company's "combined line" method of processing the calls. This method is now used by most of the Federal agencies in Washington. Briefly, the procedure is as follows:

1. Dial the figure "0". When the USDA operator answers, tell her you want to make a long distance call. Be sure to tell her if the call is to be collect. Also tell her if it is going to Chicago so that she may place it over the Department's private Chicago line.
2. The USDA operator will ask you to remain on the line and will immediately connect you with a C&P long distance operator.
3. Give the C&P operator: Your name, agency, and division.
Your extension number, and the name, telephone number, and city of the person you are calling.
4. This information will be recorded on a telephone toll ticket by the USDA operator while you are giving it to the C&P operator. Then the USDA operator will close her key and the call will be handled entirely from that point on by the C&P operator while you remain on the line.
5. Stay on the line while the connection is being established. Do not hang up in the meantime unless you are told to do so by the C&P operator.
6. If the call cannot be completed on the first attempt, you will receive a report from the C&P operator, who will ask you for further instructions.
7. If you receive a report indicating that the person called will be available soon, remain near your phone so that the call can be completed when the person can be reached.

The new procedure will go into effect Monday, January 7, 1957. Its success will depend on the cooperation of everyone in observing the details set out above.

2 J. A. Mangham
Director

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

December 27, 1956

PLANT AND OPERATIONS MEMORANDUM NO. 32

Analysis of Department Motor Vehicle Data for Fiscal Year 1956

1. PURPOSE. It is the purpose of this memorandum to provide significant motor vehicle management data developed from an analysis of the fiscal year 1956 Annual Motor Vehicle Reports and to request certain actions to improve utilization.
2. INVENTORY TRENDS. a. Passenger Vehicles. The total number of passenger vehicles in the Department was reduced by 241 units (238 in the U. S., its Territories and Possessions and 3 in foreign countries) during the year. A number of these reductions resulted from the transfer of vehicles to Inter-agency Motor Pools. Most, if not all, of the other reductions were made possible by increased utilization per vehicle and the substitution of light trucks, such as pickup and sedan delivery units for passenger vehicles in certain instances where they would adequately serve the purpose.

b. Trucks. The Department truck fleet increased a total of 908 units (an increase of 924 in the U. S., its Territories and Possessions and a decrease of 16 in foreign countries) during the year, even though a number of trucks were transferred to interagency motor pools. This increase continues the trend of the past few years and reflects the expansion of field operations in several agencies. It is noteworthy, however, that the average annual mileage per truck unit also increased during the 1956 fiscal year over the previous year.
3. OPERATING AND MAINTENANCE COST TRENDS. The 1956 fiscal year average operating and maintenance cost of \$0.0409 per mile for the over-all Department fleet of more than 22,000 vehicles is again slightly lower than the previous year average of \$0.0411. This decrease, even though slight, represents a Department-wide saving of about \$37,500, based on the 187,775,000 miles the vehicles were operated during the year. All agencies concerned must, of course, continue to give emphasis to the efficient and economical management of their motor vehicles in order for us to "hold the line" on operation and maintenance expense, in the face of generally rising costs of supplies and services.

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OFFICE OF THE SECRETARY
WASHINGTON

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or Roads. Next, if not all, of the other reductions were made
certain instances where they would adversely serve the purpose.

in foreign countries) during the year, even though a number of trucks
were transferred to interstate motor pools. This decrease continues the
trend which also increased during the 1935 fiscal year over the previous

previous year average of \$6.0411. This decrease, even though slight,
represents a department-wide saving of about \$37,500, based on the 1935, 1936,
of course, continue to give emphasis to the efficient and economical use
and maintenance expense, in the face of generally rising costs of supplies and

4. UTILIZATION TRENDS. Comparative statistics on vehicle years of operation and the average annual mileage per unit for the 1955 and 1956 fiscal years on passenger vehicles and light trucks (1 ton and less) are as follows:

Class	Vehicle Years of Operation			Average Annual Mileage per Unit			
	'55 F.Y.	'56 F.Y.	Dif. '56 F.Y.	'55 F.Y.	'56 F.Y.	Dif. '56 F.Y.	'56 F.Y.
Automobiles	3,652	3,491	-161	12,341	12,734	+393	
Station Wagons	89	78	-11	8,230	9,806	+1,576	
Light Trucks	15,809	16,383	+574	8,198	8,304	+106	

This increase in average annual mileage per unit, although encouraging, should be considered in its relation to the data on overage and low mileage vehicles in the following paragraph.

5. AGE AND REPLACEMENT TRENDS. The average age of the fleet decreased approximately one half year from the previous year - passenger vehicles from 4.7 years to 4.2 years, and trucks from 5 years to 4.5 years. Also, the number of vehicles that will be eligible for replacement, in accordance with current minimum replacement standards, during the 1957 fiscal year has been reduced to about 40% for both passenger vehicles and trucks, as compared to 48% of the passenger vehicles and 44.5% of the trucks that were eligible during the 1956 fiscal year. The age and mileage breakdown of the vehicles eligible for 1957 fiscal year replacement is as follows:

Eligibility Category	Passenger Vehicles		Trucks	
	No. eligible	% of fleet	No. eligible	% of fleet
Age Only	433	13	4,314	23
Mileage Only	267	8	368	2
Both Age & Mileage	679	19	2,980	16
Total	1,379	40	7,662	41

Although the forgoing indicates a desirable replacement trend, nonetheless, the following trend data on high age and low average annual mileage vehicles indicates that vehicle assignments and usage need more careful study to achieve a more efficient age and mileage progression:

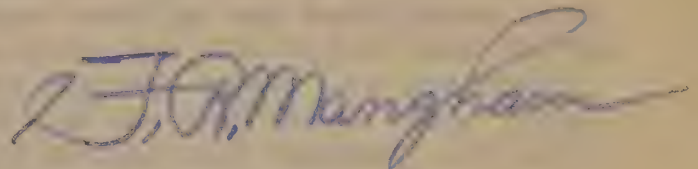
	Average Annual Lifetime Mileage				High Age Units	
	Less than 5000		Less than 2500		9 or more years old	
	'55 F.Y.	'56 F.Y.	'55 F.Y.	'56 F.Y.	'55 F.Y.	'56 F.Y.
Passenger Vehicles	113	81	10	2	51	77
Trucks (1 ton and Less)	1368	1420	111	241	323	485
Trucks (over 1 ton)	875	811	163	203	221	291

6. GENERAL. The records show that there has been a consistent year-to-year reduction in the number of low (Less than 5000 miles) average annual mileage passenger vehicles. For instance, during Fiscal Year 1956, there was a reduction of approximately 28% and as will be noted above, there are only 81 passenger vehicles remaining in this group. However, the number of low (Less than 5000 miles) and very low (Less than 2500 miles) average annual mileage truck units is increasing. The vehicles that appear particularly questionable in this regard, are identified on attached chart #3 (below the double line). You will also note that the number of very old (9 years or more) units on hand June 30, 1956, increased in all categories over 1955.

Recent GSA and GAO reports and Department studies indicate that often the motor vehicle management data collected is apparently not analyzed and interpreted at the operational level to locate vehicle problem groups, i.e., Low average annual mileage units, or inefficient assignments of units. In these data there is also a reflection that even if located, appropriate action to achieve optimum utilization is not always taken.

It is accordingly requested that each Agency concerned (1) determine present assignment and use of each of these low average annual mileage and very old vehicles, (2) critically review the need for such assignments in terms of known program requirements, (3) explore alternative means for meeting needed transportation requirements by rental of commercial vehicles, personal car mileage authorization, joint use of Government units with other Agencies, or other means, (4) arrange interchange of assignment of low and high annual mileage vehicles wherever practicable and where this will achieve a more uniform age and mileage progression, and (5) make appropriate reassignments or declarations of excess units without delay.

Agencies concerned should sufficiently document actions taken to permit review by Department representatives.



Director

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

December 11, 1958

OFFICE OF PLANT AND OPERATIONS

PLANT AND OPERATIONS MEMORANDUM NO. 32, REVISED

Analysis of Department Motor Vehicle Data for Fiscal Year 1958

1. Purpose. The purpose of this memorandum is to summarize motor vehicle data developed from an analysis of the Department's Annual Motor Vehicle Report for the fiscal year ending June 30, 1958.
2. Inventory Trends.
 - a. Passenger Vehicles. Passenger vehicles on hand at the end of the fiscal year totaled 3,102 units consisting of 2,949 automobiles, 142 station wagons, 1 ambulance and 10 buses. This represents a reduction of 207 units, (209 in the United States, its Territories and Possessions, and an increase of 2 units in foreign countries) during the year. This reduction was due largely to the transfer of units located in metropolitan areas to additional Interagency Motor Pools established by the General Services Administration.
 - b. Trucks. Trucks on hand at the end of the fiscal year totaled 21,106 units, consisting of 19,490 light trucks (1 ton and less), 1,365 medium trucks (1½ - 2½ tons) and 251 heavy trucks (3 tons and over). This represents an increase of 886 units (870 units in the United States, its Territories and Possessions, and 16 units in foreign countries). About 100 units, mostly light trucks, were transferred to Interagency Motor Pools during the year. Our truck fleet has continued to increase each year since 1954.
3. Operation and Maintenance Cost Trends. The Department 1958 F. Y. Annual Motor Vehicle Report, copy attached, shows that the "cost per mile" for our vehicles averaged about five cents for passenger vehicles and about seven cents for light trucks. These costs were about two cents per mile higher than for the previous fiscal year. Practically all of this increase is due to a new basis prescribed for computing such costs beginning with the 1958 Fiscal Year. These costs now include "depreciation" and "overhead and indirect expenses" not heretofore required to be included in the Annual Motor Vehicle Report. Based on comparable "direct operating" and "direct maintenance and repair" costs, our 1958 Fiscal Year "per mile" costs are only slightly higher (.002 cents) than for the prior year which is not significant considering increased service rates, repair material costs, etc.
4. Annual Utilization Trends. The average annual mileage per vehicle for each of the past three years, for passenger vehicles (excluding buses and ambulances) and light trucks is:

<u>Type of Vehicle</u>	<u>Average Annual Mileage Per Unit</u>		
	<u>1956 FY</u>	<u>1957 FY</u>	<u>1958 FY</u>
Passenger Vehicles	12,669	13,399	13,817
Light Trucks (1 Ton and Less)	8,304	8,342	8,561

VEHICLES

These annual mileage averages indicate a continuing trend of increased utilization of passenger vehicles and light trucks. This is encouraging since the generally accepted annual mileage average for effective vehicle use is 10,000 miles for passenger vehicles and 7,000 to 8,000 miles for light trucks.

There are, however, some vehicles being consistently operated an average of less than 5,000 miles a year as shown below. While the number of these low mileage vehicles is small compared to the total (1% of the passenger units and 9% of the light trucks), this is an area where increased management emphasis will pay dividends.

Vehicles (2 or More Years Old) Averaging Less than 5,000 Miles Annually

	Passenger Units, (Excluding Ambulances and Buses)			Light Trucks (1 Ton and Less)		
	1956 FY	1957 FY	1958 FY	1956 FY	1957 FY	1958 FY
Total Units	3,442	3,304	3,091	17,155	18,610	19,490
Number Below Average	77	65	40	1,420	1,722	1,768
% Below Average	2	2	1	8	9	9

5. Age and Replacement Trends. a. Passenger Vehicles (excluding ambulances and buses). Of the 3,091 passenger vehicles on hand at the beginning of the 1959 Fiscal Year, 797 units (about 26% of the fleet) are eligible for replacement during the year as follows:

Eligible on age only (6 years or older)	- 226
Eligible on mileage only (60,000 miles or more)	- 227
Eligible on both age and mileage	- 344
Total units eligible	- 797

This 26% replacement eligibility is a decrease of 4% and 14%, respectively, from the two preceding years. The result has been that the average age of our passenger fleet has steadily improved by decreasing from 4.2 years in 1956 to 3.2 years at present, thereby increasing the potential operating efficiency of our passenger vehicle fleet generally.

b. Light trucks (1 ton and less). Of the 19,490 units on hand at the beginning of the 1959 Fiscal Year, 6,936 units (about 35% of the fleet) are eligible for replacement during the year as follows:

Eligible on age only (6 years or older)	- 3,748
Eligible on mileage only (50,000 miles or more)	- 570
Eligible on both age and mileage	- 2,618
Total units eligible	- 6,936

These annual mileage averages indicate a continuing trend of increased utilization of passenger vehicles and light trucks. This is encouraging since the generally accepted annual mileage average for effective vehicle use is 10,000 miles for passenger vehicles and 7,000 to 8,000 miles for light trucks.

There are, however, some vehicles being consistently operated an average of less than 5,000 miles a year as shown below. While the number of these low mileage vehicles is small compared to the total (1% of the passenger units and 2% of the light trucks), this is an area where increased management emphasis will pay dividends.

Vehicles (2 or More Years Old) Averaging Less than 5,000 Miles Annually

	Passenger Units (Excluding Ambulances and Buses)		Light Trucks (1 Ton and Less)	
	1953 FY	1952 FY	1953 FY	1952 FY
Total Units	3,442	3,304	17,152	18,610
Number Below Average	77	62	1,420	1,722
% Below Average	2	2	8	9

5. Age and Replacement Trends. a. Passenger Vehicles (excluding ambulances and buses). Of the 3,391 passenger vehicles on hand at the beginning of the 1953 fiscal year, 727 units (about 22% of the fleet) are eligible for replacement during the year as follows:

- 235 Eligible on age only (5 years or older)
- 227 Eligible on mileage only (50,000 miles or more)
- 344 Eligible on both age and mileage
- 797 Total units eligible

This 22% replacement eligibility is a decrease of 1% and 1%, respectively, from the two preceding years. The result has been that the average age of our passenger fleet has steadily improved by decreasing from 4.2 years in 1950 to 3.2 years at present, thereby increasing the potential operating efficiency of our passenger vehicle fleet generally.

b. Light Trucks (1 Ton and Less). Of the 17,490 units on hand at the beginning of the 1953 fiscal year, 6,950 units (about 35% of the fleet) are eligible for replacement during the year as follows:

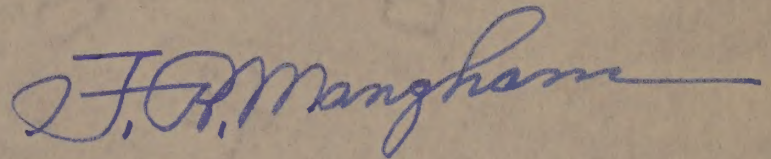
- 3,715 Eligible on age only (5 years or older)
- 270 Eligible on mileage only (50,000 miles or more)
- 3,625 Eligible on both age and mileage
- 6,935 Total units eligible

This 35% replacement eligibility is a decrease of 1% and 6%, respectively, from the two preceding years. The increased replacement program has accomplished the desirable result of decreasing the average age of our light truck fleet from 4.5 years in 1956 to 4.4 years in 1958. While this decrease may appear slight, it indicates a continuing trend in the right direction.

6. Conclusions. Agencies are achieving better vehicle utilization of the passenger car fleet as evidenced by the continuing reduction in the number of low average annual mileage (less than 5,000 miles) vehicles during the past few years.

During the same period, however, the number of light trucks in the low average annual mileage group has increased from 1,420 to 1,774 units. While it is recognized that the number of light trucks has increased during this period, the increase in the number of units falling in the low average annual mileage category is a matter demanding further review and analysis.

In an effort to further improve management of our motor vehicle fleet, agencies should: (1) determine present assignment and use being made of each of their low average annual mileage and very old vehicles, (2) critically review the need for such assignments in terms of known program requirements and efficient vehicle utilization, (3) explore alternative methods for meeting needed transportation requirements, such as renting interagency pool or commercial vehicles, personal car mileage authorizations or joint use of Government units with other Agencies, where practicable, (4) interchange assignments of low and high mileage vehicles wherever practicable to achieve a more uniform age and mileage progression, and (5) make appropriate reassignments or declarations of excess units without delay.

A handwritten signature in blue ink, reading "J. R. Mangham", with a long horizontal flourish extending to the right.

Attachments

This 35% replacement eligibility is a decrease of 1% and 6%, respectively, from the two preceding years. The increased replacement program has accomplished the desirable result of decreasing the average age of our light truck fleet from 4.5 years in 1950 to 4.4 years in 1955. While this decrease may appear slight, it indicates a continuing trend in the right direction.

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During the same period, however, the number of light trucks in the low average annual mileage group has increased from 1,430 to 1,774 units. While it is recognized that the number of light trucks has increased during this period, the increase in the number of units falling in the low average annual mileage category is a matter demanding further review and analysis.

In an effort to further improve management of our motor vehicle fleet, agencies should: (1) determine present assignment and use being made of each of their low average annual mileage and very old vehicles, (2) critically review the need for such assignments in terms of known program requirements and efficient vehicle utilization, (3) explore alternative methods for meeting needed transportation requirements, such as renting interagency pool or commercial vehicles, personal car mileage authorizations or joint use of Government units with other agencies, where practicable, (4) interchange assignments of low and high mileage vehicles whenever practicable to achieve a more uniform age and mileage progression, and (5) make appropriate reassignments or deletions of excess units without delay.

John M. [Signature]

Attachments